

# Cover Supervisor & Interventions Tutor



## RECRUITMENT PACK



### CONTENTS

1. Our Academy
2. Job Description
3. Person Specification
4. Our Trust



Proud member of Impact Education Multi Academy Trust



## Our Academy



It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to The Whitley AP Academy. We are an Alternative Provision Academy serving the Calderdale area and we are based in Illingworth, Halifax.

We are commissioned by Calderdale Council to provide eighty places for young people across Key Stages 2, 3 and 4. The Academy is part of Impact Education Multi Academy Trust, a Trust dedicated to improving the life chances of children and young people.

Our vision is for The Whitley AP Academy to be a school that works hard to develop confidence, a love of learning, resilience and kindness in our pupils. We have high expectations, which support the individual needs of all of our pupils, whilst placing an emphasis on positive attitudes to learning, building effective relationships and developing a strong moral compass.

Mr Phillip Hannah  
Headteacher



01422 244181 | [admin@twapa.co.uk](mailto:admin@twapa.co.uk)  
The Whitley AP Academy, The Whitley Phoenix Centre,  
Moor Bottom Rd, Illingworth, Halifax, HX2 9SR  
[www.twapa.co.uk](http://www.twapa.co.uk)

Part of Impact Education Multi Academy Trust | Company Limited by Guarantee | Registered in England & Wales | Reg No. 08529006



## Job Description

<b>Post:</b>	Cover Supervisor & Interventions Tutor
<b>Overview:</b>	To take responsibility for groups or classes of students in the short-term absence of their usual teacher, supervising work that has been set by class teachers. To lead targeted SEN interventions for small groups / individual pupils, working under the supervision of the SENDCo to support pupils making progress. To support the Behaviour for Learning (BfL) team as needed during the school day.
<b>Scale:</b>	Scale 6 (SCP 18 – 22)
<b>Actual Salary:</b>	£24,729 - £26,017 – Pay Award pending
<b>Contract Terms:</b>	Permanent, Term Time only – plus five days, 35 hours per week
<b>Responsible to:</b>	Assistant Headteachers / SENDCo
<b>Closing Date:</b>	Friday 18 <sup>th</sup> October
<b>Interview Date:</b>	Week beginning Monday 21 <sup>st</sup> October

---

## Key Duties and Responsibilities

- Supervise cover sessions as and when required, supporting pupils with their learning.
- Manage the behaviour for learning of pupils in cover sessions, to ensure a productive environment whilst undertaking work.
- Complete registers of groups / pupils in all sessions responsible for.
- Collect completed work and resources after cover sessions and pass them on to the teaching team.
- Promote positive behaviour management by modelling strategies which support the improvement of behaviour in the Academy.
- Report, as required, using the Academy's agreed procedures / systems, on the behaviour of pupils during sessions.
- Respond to immediate problems or emergencies, in accordance with the Academy's policies and procedures.
- Liaise with the SENDCo to plan targeted intervention sessions to pupils.
- Deliver SEN intervention sessions to targeted pupils, in small groups / on a one-to-one basis.
- Maintain effective records of interventions with pupils and share these with the teaching team, as required.
- Contribute to termly reporting of pupils in line with Academy's procedures / systems.
- Contribute to the development of resources to support teaching and learning and behaviour for learning / pupil wellbeing.
- Contribute to the creation and maintenance of classroom displays.
- Invigilate internal and / or external examinations as required.
- Undertake 'duties' as part of the Academy's duty rota - including breaks and lunches.



- Accompany pupils on trips, visits and other educational activities.
- Take part in whole school CPD and INSET activities to enhance role effectiveness.
- Attend Key Stage meetings with the wider team and share information about pupils.
- Maintain regular contact with parents / carers of pupils needing extra support, to keep informed of their child's needs and their progress.
- Promote the provision of extra-curricular activities for pupils.
- Play a full part in the life of the Academy community, supporting its distinctive mission and ethos, actively promoting its policies and practices.
- Ensure that you take care of your own Health & Safety and that of your colleagues, in-line with the Academy's Health & Safety policy.
- Undertake any other duties, as may reasonably be required by your Line Manager.

Please note that this is illustrative of the general nature and level or responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out, which would be determined by the Line Manager or Senior Leaders.

***Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.***

## Person Specification

**Post Title:** Behaviour for Learning (BfL) Lead

**Post Grade:** Scale 6 / SO1 (SCP 18 – 25)

	Criteria – Essential (E) / Desirable (D)	How Identified
<b>Experience</b>	<p>Experience of working with Primary / Secondary aged pupils with special needs - including social, emotional and mental health issues. (E)</p> <p>Experience of modelling good behaviour management techniques. (E)</p> <p>Experience of working with parents, schools and support agencies. (D)</p> <p>Experience in delivering regular cover lessons. (D)</p> <p>Experience in delivering intervention sessions to small groups / individual pupils. (D)</p> <p>Experience of implementing effective strategies to promote pupil engagement. (E)</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
<b>Knowledge &amp; Skills</b>	<p>Good understanding of effective teaching and learning practise. (E)</p> <p>An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (E)</p> <p>High expectations which motivate and challenge pupils. (E)</p> <p>Self-motivated, with excellent organisation skills. (E)</p> <p>Ability to cope with the requirements of the post, which will include working with pupils who have social, emotional and mental health issues. (E)</p> <p>Behaviour management skills to support the Academy's culture. (E)</p> <p>Ability to effectively communicate verbally with children / young people, parents / carers and staff in the Academy. (E)</p> <p>Ability to relate to children / young people from diverse social backgrounds. (E)</p> <p>Exercising advisory, guiding, negotiating and persuasive skills. (E)</p> <p>Ability to remain calm under pressure. (E)</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>

	<p>Ability to work on own initiative and as part of a team. (E)</p> <p>Ability to support members of staff in challenging situations. (D)</p> <p>Demonstrate good co-operative, interpersonal and effective listening skills. (E)</p> <p>Ability to actively take part in Continuing Professional Development (CDP) sessions.</p> <p>Maintain confidentiality in matters relating to the Academy, its pupils, parents or carers; and an awareness of safeguarding and child protection issues. (E)</p> <p>Awareness of child development. (D)</p> <p>Good ICT skills, including the use of Microsoft Office, SIMS and CPOMS. (D)</p> <p>Written communication skills in order to produce reports and update records. (D)</p>	
<b>Qualifications / Training</b>	<p>GCSE English and Maths or equivalent e.g., Adult Literacy / Numeracy at Level 1. (E)</p> <p>Other relevant qualifications relating to the post e.g., Level 2 NVQ in Health / Childcare, First Aid qualification. (D)</p> <p>Evidence of further training / development and / or willingness to participate in further training and development opportunities e.g., Team Teach, Moving &amp; Handling, Special Educational Needs. (D)</p> <p>A full driving licence. (E)</p>	Application Form



## Impact Education Multi Academy Trust

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consists of eight academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

## CEO Welcome

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay  
Chief Executive Officer



01422 244181 | [admin@twapa.co.uk](mailto:admin@twapa.co.uk)  
The Whitley AP Academy, The Whitley Phoenix Centre,  
Moor Bottom Rd, Illingworth, Halifax, HX2 9SR  
[www.twapa.co.uk](http://www.twapa.co.uk)

Part of Impact Education Multi Academy Trust | Company Limited by Guarantee | Registered in England & Wales | Reg No. 08529006



## Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA , Wellbeing Champion Apprenticeships and many more. Early Career teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistance Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme

Colleague Voice and wellbeing is really important to us. Colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which provides access to a range of benefits outlined below. We also complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

We listen to our colleagues and measure the health of our culture through our partnership with The Happiness Index. We use their employee engagement and happiness platform to gather feedback anonymously and help drive a happier, healthier and higher-performing organisation.

For further information about working for Impact Education MAT, please visit our website:

[www.i-mat.org.uk/working-for-us/](http://www.i-mat.org.uk/working-for-us/)



## How To Apply

Please apply through the Every HR Portal;

<https://candidates.every.education/Vacancies/Details?advertKey=d812ccde-dba8-4685-9418-31c1324cd4d0>



01422 244181 | [admin@twapa.co.uk](mailto:admin@twapa.co.uk)  
The Whitley AP Academy, The Whitley Phoenix Centre,  
Moor Bottom Rd, Illingworth, Halifax, HX2 9SR  
[www.twapa.co.uk](http://www.twapa.co.uk)

Part of Impact Education Multi Academy Trust | Company Limited by Guarantee | Registered in England & Wales | Reg No. 08529006