

Cover Supervisor

Salary range:	Grade 5 - £21,589 to £26,999fte (£18,651 to £23,325 actual)
Number of Hours:	FULL TIME / TERM TIME ONLY PLUS TRAINING DAYS
Temporary or Permanent:	PERMANENT
Closing Date: 26th April 2019 9.00am	Interview Date: 30th April (TBC)

When staff, students and families walk through our gates and onto our site, they belong to the Whitley Academy Community. In this community, we build meaningful relationships based on trust and mutual respect. Our classrooms, corridors and the school environment are safe spaces where nobody is judged and everyone is valued. In our community, we are proud of our school and committed to supporting all staff and students to "be the best you can be".

Are you looking to move in to teaching, and as a first step would you like to join a dedicated team of teaching staff as a Cover Supervisor? We are seeking a confident, highly organised and enthusiastic individual, with a passion for continuous improvement, excellent communication skills, high expectations of themselves and others, and very high standards of performance. Working under the supervision of the Cover Co-ordinator, the successful candidate will support students in and out of the classroom. Duties will include the supervision of whole classes during the short-term absence of a teacher. You will also be expected to undertake related administrative tasks and provide teaching support where appropriate.

This is an ideal role for individuals looking to develop their career in an educational setting or for those seeking opportunities in teaching. The academy may be able to offer funded teacher trainee positions in certain subject areas for exceptional candidates.

The successful candidate must be:

- Keen to lead learning in the absence of teaching staff in any subject discipline,
- Excited about contributing to the development of Teaching & Learning in school and perhaps interested in ITT,
- Committed to making a difference to the lives of our pupils,
- Resilient with a strong personal drive,
- Someone who has high expectations of both students and their colleagues,
- Values driven and
- Someone who can forge positive relationships with students to encourage great learning in the classroom.

We will offer you;

- A positive and innovative learning culture, where wellbeing and workload are effectively managed,
- A dedicated, highly skilled and committed staff, upholding high expectations of and aspirations for all of our students,
- A strong sense of community and a warm, welcoming workplace,
- Access to the RSA Academies' Teaching School Alliance, which offers high quality training and leadership experiences for all staff, to ensure that everyone is enabled to develop, grow and collaborate, and
- A number of additional benefits including a fantastic internal CPD programme built into directed time - fostering excellence in teaching and learning, a personal laptop, free parking, and a vibrant modern building and facilities in a beautiful location, beside a nature reserve within easy reach of the M40/M6 corridor.

The successful candidate should look forward to working in a challenging and inspiring environment within which there is ample opportunity to lay the foundations for career progression and leadership. We are committed to ensuring that every member of our school community is enabled to 'be the best they can be'.

To find out more about our school please visit our website at www.whitleyacademy.com.

We hope that after considering all the information provided, you will decide to make an application. Completed applications should be returned to: vacancies@whitleyacademy.com

A reminder that the closing date is 26th April 2019 9.00am. Shortlisted candidates will be contacted within a few days of the closing date. Whatever the outcome of your application we thank you for the interest you have shown and wish you well for your future career.

We are an equal opportunities employer and are committed the safeguarding and promoting the welfare of children.

Employment at the Academy will be subject to receipt of satisfactory disclosure from the Disclosure and Barring Service (DBS) in accordance with the Rehabilitation of Offenders Act 1974, Police Act 1997 and the Protection of Freedoms Act 2012.

Cover Supervisor Job Description

Job Title: Cover Supervisor

Pay scale: Grade 5

Line Manager: SLG

Location: Whitley Academy

Job Purpose

To work with curriculum teams as directed and supervise students in absence of teachers

Duties and Responsibilities:

- To deliver work/activities as directed as opposed to *simply supervising a class*.
- To maintain good order and discipline amongst the pupils in line with the school Behaviour for Learning Policy to ensure a positive and productive learning environment.
- To plan and deliver appropriate learning activities when covering long-term absences using direction from Curriculum Leaders and following schemes of work where necessary.
- To mark student work in line with the school policy, when covering longer-term absences.
- To encourage the young people to interact and work co-operatively with each other and engage all pupils in learning activities.
- To direct TAs within the classroom to support individual student learning.
- To respond to any questions from students about processes and procedures.
- To deal with any immediate problems or emergencies in accordance with school policy.
- To establish communication links with the appropriate teacher to ensure continuity in learning is maintained for the pupils after the end of the lesson.
- To collect completed work at the end of lessons and return it to the appropriate teachers.
- To report to the Curriculum Leader or the appropriate person regarding any issues that might arise during a lesson.
- To supervise students sitting examinations as directed.
- To carry out his/her duties in accordance with the equal opportunity and anti-discriminatory practices of the school.
- To take part in all appropriate CPD/training activities.
- Any other duties and responsibilities within the range of the salary grade as directed by the Principal.

All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

Responsible to: SLG – Cover Co-ordinator

Date Reviewed: April 2019

Cover Supervisor

Personal Specification

Essential	Desirable	Evidence
Qualifications & Experience <ul style="list-style-type: none"> Minimum English and Maths at GCSE/O level Grade C + Of working in a secondary school environment, Of managing student behaviour effectively. 	<ul style="list-style-type: none"> Inspiring and motivating young people, Resolving problems and handling challenging situations, 	Application form, Original Qualification Documents & references
Knowledge & Understanding <ul style="list-style-type: none"> Of the needs, characteristics and behaviours of young people, Of child protection and safeguarding (KCSIE), Of leading learning and behaviour management techniques, Of the importance of positive role models for young people, Of the 'Opening Minds' curriculum and the learning competences it aims to develop, Of strategies, including literacy, numeracy, ICT, independent learning, supporting special educational needs to ensure effective learning in the classroom and Of equal opportunities and anti-discriminatory practices in the context of the school community. 		Application, references & selection process
Skills & Abilities <ul style="list-style-type: none"> To communicate effectively, To motivate and encourage students to work co-operatively with one-another and independently, To establish and maintain good professional relationships with adults and young people, To deal with difficult situations sensitively, To be a team player, To lead, organise and co-ordinate classroom activities and To plan and lead effective lessons that ensure clear learning objectives are met. High expectations of personal performance and of students' success, Ability to adapt to different situations and show initiative, Commitment to one's own professional development and A belief that schools can make a difference. 		Application, references & selection process
Whitley Characteristics <ul style="list-style-type: none"> Resilience and initiative. Passion for all young people's learning Enthusiastic about teaching and learning in your subject Positive outlook Team Player Advocacy for Whitley Academy students and their community 		Application, references & selection process
Special Requirements We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).		

Updated: April 2019

Recruitment Guidelines

Whitley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PRIVACY NOTICE FOR JOB APPLICANTS

Please refer to our Privacy Notices published on our website which explains how we collect, store and use personal data about job applicants. <http://www.whitleyacademy.com/about-us/join-us/as-a-member-of-staff/>

APPLICATION FORM

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Read the instructions on the application form carefully before completing it. You must complete all parts of the form.

Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

SHORT-LISTING & INTERVIEWS

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the School may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children.

PRE-APPOINTMENT CHECKS - Permission to Work in the UK

Please note that we can only consider applications from citizens who have the right to work in the UK.

Qualifications

At Interview - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

Proof of Identity

At Interview - In accordance with Safeguarding Children and Safer Recruitment in Education Guidelines, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

At Appointment - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents.

Medical Clearance

At Appointment - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.