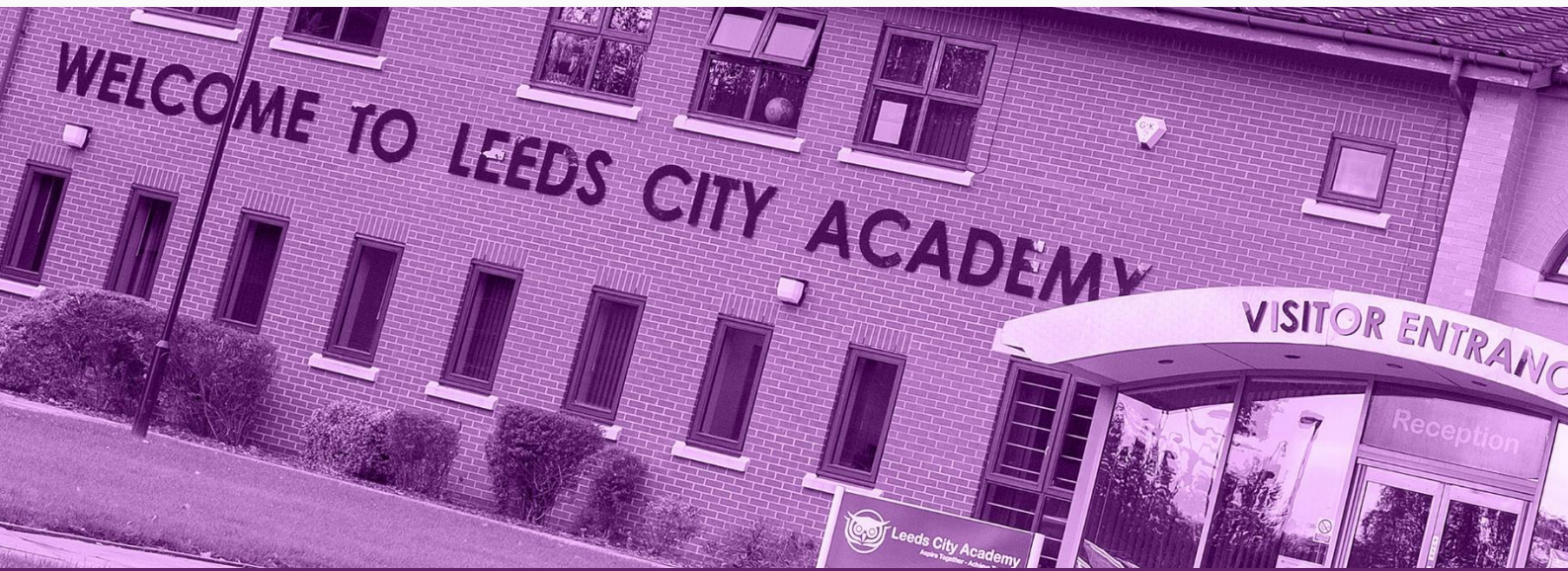




Leeds City Academy
Aspire Together - Achieve Together



APPLICATION PACK

POST REFERENCE: 2338

ROLE: COVER SUPERVISOR

START DATE: AS SOON AS POSSIBLE

SALARY: C1 – ACTUAL SALARY £21,069 TO £23,089

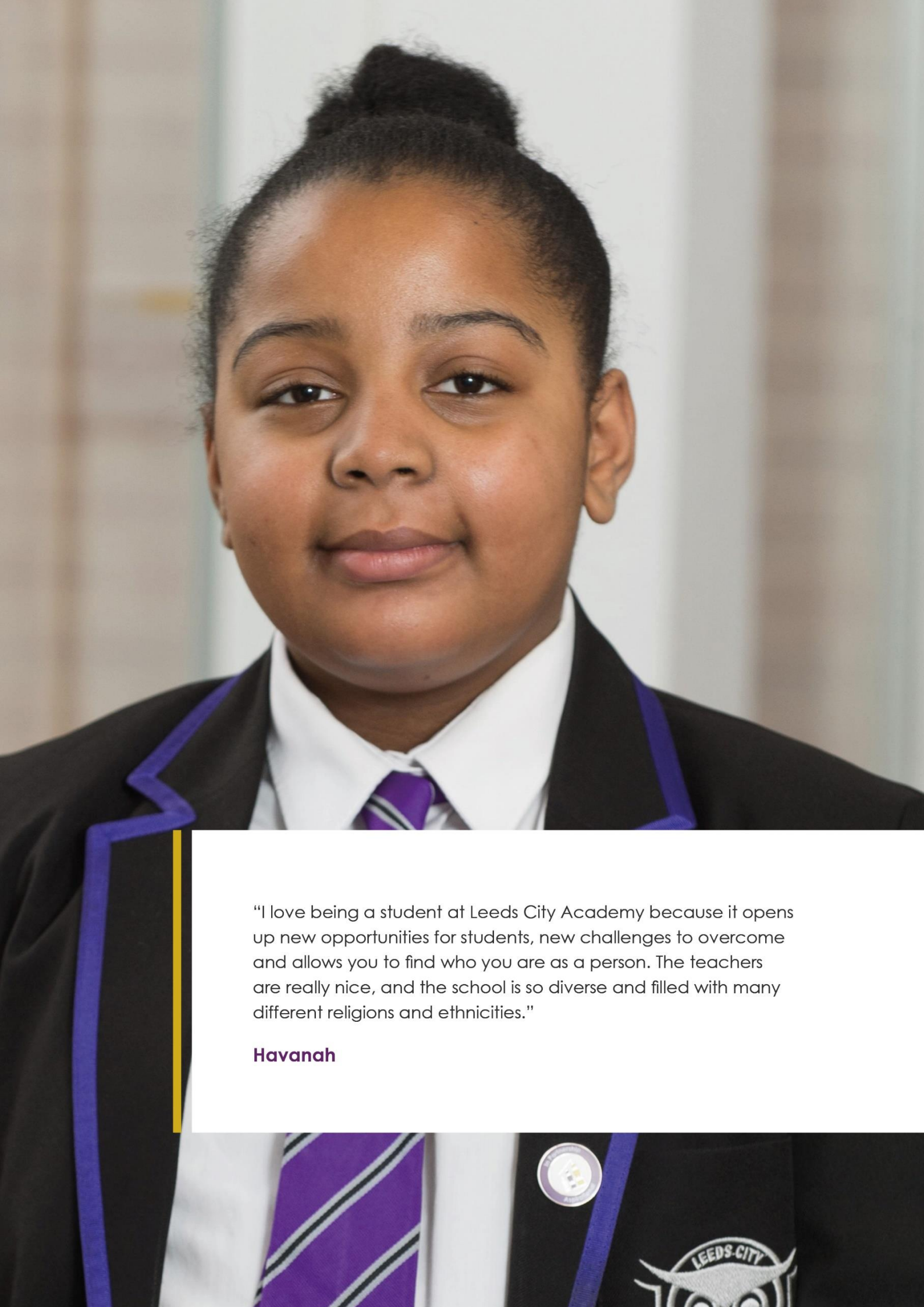
HOURS: 37 HOURS PER WEEK, TERM TIME ONLY PLUS 5 DAYS

Leeds City Academy
Bedford Field,
Woodhouse Cliff,
Leeds, LS6 2LG

Telephone:
0113 284 4260

Email:

recruitment@whiteroseacademies.org



"I love being a student at Leeds City Academy because it opens up new opportunities for students, new challenges to overcome and allows you to find who you are as a person. The teachers are really nice, and the school is so diverse and filled with many different religions and ethnicities."

Havanah



MESSAGE FROM THE TRUST

Dear applicant,

We are delighted that you are considering applying for a role within the White Rose Academies Trust. Your interest comes at an important and exciting time in the development of the trust and our relentless implementation of our 2025 vision. At the heart of this vision is the aim for more young people and colleagues to benefit from our community-focused philosophy; the belief that the education we deliver regenerates our communities and transforms lives.

In December 2020, we reached our first milestone when our first primary joined our trust as a sponsored academy. Already, this truly community-focused academy, now named Alder Tree Primary, has enriched our trust and so, our vision is one step closer to becoming reality. Therefore, you could not be joining us at a more exciting point in our ongoing transformation.



The power of a vision is best measured by the number of detractors who claim it cannot be achieved. In our roles as Chief Executive Officer and Executive Principal of the White Rose Academies Trust, it has been a privilege to witness the drive and determination with which our staff have implemented our vision, to ensure that our academies provide:

- world-class levels of teaching and learning,
- bespoke pastoral care that nurtures our students' aspirations,
- inspiring learning environments where our students can make mistakes and overcome their personal fears to become the best version of themselves,



- industry-leading continuous professional development for all staff, as investing in our colleagues is always the right thing to do,
- local centres of community transformation.

The hard work has been recognised, and whilst we know our work is far from complete, we are proud to have reached several milestones:

- 'Good' Ofsted ratings at all three secondary academies in 2019, with an 'Outstanding' rating at Leeds City Academy for Leadership and Management.
- We welcomed our first primary in late 2020, Alder Tree Primary.
- We began an aspirational journey in 2021 by joining High Performance Learning's 'World Class' school transformation programme.

Our dedicated staff, incredible governors and amazing students are relentless in their shared aim to create truly world-class schools. The trust strives daily to empower its academy Principals to create schools that truly represent the communities they serve. We insist that our academies and our trust are externally focused, obsessive in their quest to learn from the very best, never leaving self-improvement to chance. We see vacancies such as this as an opportunity to attract talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our powerful vision. Together, we will transform lives.



THE WHITE ROSE ACADEMIES TRUST “WE SAID, WE DID”



Yours sincerely,

Mr Andrew Whitaker
CEO, White Rose Academies Trust
Deputy CEO Teaching and Learning,
Luminate Education Group



Yours sincerely,

Sarah Carrie
Executive Principal

MESSAGE FROM THE PRINCIPAL

I am absolutely delighted to share this amazing opportunity at Leeds City Academy, as we seek to recruit another talented and aspirational professional to join our team.

I am sure that having read about the White Rose Academies Trust, Leeds City Academy, our students and our continued journey of transformation, I am confident you will be keen to become an integral part of building something remarkable.

We have established a unique, positive, and transformative 'In Partnership' culture at Leeds City Academy which truly sets our school apart from others. Our 'In Partnership' values are affectionately referred to as the DNA of Leeds City Academy and this is something our wonderful students, staff, parents, and community are immensely proud of.

The academy has enjoyed an impressive period of transformation across the last few years and was judged as 'good' overall by Ofsted in April 2019, securing an 'outstanding' judgement for the quality of leadership and management. The quality of education and teaching is very strong, student behaviour is extremely impressive, and the support provided for students is unrivalled.

SO, NOW IT'S OVER TO YOU...

- Are you eager to join a forward-thinking organisation committed to securing the highest educational, professional, and personal standards?
- Do you feel you will thrive within a culture that is driven by clear values that permeate everything we do?
- Are you keen to learn, develop and work 'In Partnership' with colleagues, students, parents and the community?
- Do you feel passionately about transforming student lives and the opportunities provided to our communities? If so, then we would be delighted to hear from you.



Yours sincerely,



Mr Richard Chattoe
Principal

JOB DESCRIPTION

Post Reference: 2338

Job Title: Cover Supervisor

Grade: C1 – Actual Salary £21,069 to £23,089

Hours: 37 Hours per week, Term Time Only plus 5 days

Accountable to: Assistant Principal - Assessment & Intervention

Role:

To provide cover for the short-term absence of teaching staff and support teams in other areas such as the development resources.

To contribute to the key objective of the academy development plan to raise standards of achievement.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Duties and Responsibilities:

- To provide cover supervision for the short-term absence of teachers.
- To use specialist skills/training/experience to support students' learning.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all students within the classroom.
- To support students consistently whilst recognising and responding to their individual needs.
- To encourage students to interact and work co-operatively with others and ensure all students are engaging in activities.

- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To provide feedback to students in relation to progress and achievement.
- To establish an appropriate learning environment in lessons.
- To work with the teacher in lesson planning, evaluating, and adjusting lesson/work plans as appropriate.
- To monitor and evaluate student responses to learning activities within a supervised lesson.
- To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- To be responsible for keeping and updating academy records contributing to reviews of systems/records as requested.
- To undertake the marking of students' work, which has predetermined answers and involves no element of professional judgement or assessment and to accurately record achievement/progress.
- To promote positive values, attitudes, and good student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To administer and mark routine tests which have predetermined answers and involve no element of professional judgement or assessment.
- To carry out invigilation of internal and external examinations.
- To provide general administrative support, administer coursework, produce worksheets for agreed activities as appropriate.
- To implement agreed learning activities/programmes, adjusting activities according to student response/needs.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To help students to access learning activities through specialist support.
- To be part of the academy's lunchtime supervision team.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.

- To recognise own strengths and areas of expertise and use these to advise and support others.
- To supervise students on visits, trips and outside of academy hours learning activities as required, which fall within the remit and hours of the post.
- Any other duties commensurate with the post.

Equal Opportunities

- Promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
- Promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

Generic Staff Requirements

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers and the wider community.
- Adhere to the principles expressed in the aims of the academy and its vision, ethos and mission statement.
- Actively contribute to the continued development of the academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g. safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the values, standards and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.



Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through the White Rose Academies Trust Performance Management Policy. The Governors and Principals of the White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.





“Whilst I have only been at Leeds City Academy for a short time, I have quickly learnt what a wonderful, supportive and child-centred team we have and I feel so lucky to be a part of it. Coming from a background in hospitality I am able to utilize these skills and take a holistic approach, as the student receptionist, to support and equip the students with everything they need to access a full and meaningful education. The team I work with value the importance of relevant staff training and have supported me throughout and I know I can go to them with any questions I may have. I am very excited for my future here and the opportunity to grow within this warm environment.”

Prasida Suman, Student Receptionist & Admin Officer



PERSONAL SPECIFICATION

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview R=References

QUALIFICATIONS		
D	NVQ or equivalent/relevant experience	A I
E	Good Numeracy/literacy skills (GCSE A* - C English and Maths)	A I
D	Working with pupils and students in the 11 – 16 age range	A I
D	Evidence of recent and relevant training	A I

EXPERIENCE/KNOWLEDGE		
E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Able to form and maintain appropriate relationships and personal boundaries with students	A I R
E	Understanding of how to respond flexibly to young people's learning needs	A I
E	Demonstrate knowledge and understanding of the primacy of effective safeguarding in the academy	A I T
E	Willing to carry out all duties having regard to an employee's responsibility under the WRAT Health and Safety Policies	I
E	Demonstrate a high level of motivation and commitment	A I

E	To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	I
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SKILLS, ATTRIBUTES AND ABILITIES		
E	Able to take responsibility and work with autonomy within set boundaries and expectations	A I
E	Possess strong interpersonal skills and ability to communicate effectively with young people and adults	T I
E	Demonstrate good organisation and personal management skills	T I
E	Able to work successfully with students who demonstrate challenging behaviour	T I
E	Able to use ICT for recording, monitoring, and reporting	A I
E	Able to respect sensitive and confidential work	T I
E	Commitment to own personal development and learning	A I

BEHAVIOURAL AND OTHER CHARACTERISTICS		
E	Committed to continuous improvement	A I
E	Able to carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willing to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

THE SELECTION PROCESS

HOW TO APPLY

Thank you for taking time to read and digest our information. If you wish to apply for this post with the White Rose Academies Trust, then you should;

- **Download and complete the WRAT application form.**
- Complete the application form **fully**, ensuring all details are accurate and all declarations are signed.
- Ensure you enclose **two** professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the **person specification**, along with details of the unique contribution that you could make to the future success of the White Rose Academies Trust. If you do not complete the personal statement section of the form, you will not be considered for the role. CVs cannot be accepted.
- **PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.**
- Submit your application by the deadline stated below. Late applications will not be considered.

TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: Friday 20th October 2023 at 9am

Shortlisting: Week commencing 6th November 2023

Interview date: Week commencing 6th November 2023

Start date: To be confirmed, upon completion of pre-employment checks

For more information, please visit our website at [White Rose Academies Careers](#).

To apply for this role, please complete our application form and return to recruitment@whiteroseacademies.org by the closing date. Please note we are unable to accept CV's.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. You can view our Child Protection Policy [here](#).



"I feel immensely supported and respected by our students and my colleagues. Working here gives me a great sense of purpose knowing my contributions are making people's lives better.

I love my role which involves leading a dedicated team in making our facilities and learning environment as safe and aesthetically pleasing as possible for our students.

The Trust appreciates my hard work, skills, and me as a person. I'm really excited about the opportunities available: I'm currently studying courses to support our aims and objectives by working towards Agile Project Management and NEBOSH Qualifications"

Martin Landsberg, Site Manager



IN PARTNERSHIP



Working 'In Partnership' to secure the aspirations and ambitions of all young people.

It is our absolute belief that the forging of an incredibly strong partnership and a shared focus on a set of core values between staff, students, parents and the local community, will secure and sustain not only the very highest academic standards for all young people, but will also support, nurture and guide our students to become simply amazing young people who are able to shape their own lives, the lives of their families and help the transformation of their local communities.

Our six core values are promoted, celebrated, and used as a constant reference point throughout the academy, ensuring all staff and students understand their value and influence on their day to day lives, decisions and behaviours. Each value aligns to our Positive Behaviour system ensuring students receive appropriate rewards, restorative practice, and sanctions.



Caring



Resilient



Aspirational



Professional



Respectful



Tolerant



"The students at Leeds City Academy are simply incredible. Their respect for the school, desire to learn and professional attitudes truly set them apart from others. The Academy is a real community thanks to the strong relationships between staff and students. It is a real privilege to work at Leeds City Academy and to know that every day we are making a real difference to the lives of our students and their families.

Since joining the White Rose Academies Trust in 2015, I have been provided with countless CPD opportunities to progress my career from a Subject Leader to a Vice Principal. The support has been exceptional and has really developed my self-confidence and aspirations. "

Rachel Hassall, Vice Principal



BEGINNER TEACHER PROGRAMME

The decision to join the teaching profession is one which defines the kind of person you are. Welcome to the White Rose Academies Trust – a team of like-minded, ambitious, caring, committed and student-centred colleagues.

No matter your route into teaching or if you have arrived fully qualified, we feel that our renowned Beginner Teacher Programme exceeds the entitlement outlined in the Early Career Framework. We are committed to delivering the best possible provision aimed to support, nurture and truly ignite the passion within our early career teachers.

Offering a supportive and stimulating environment, all four White Rose academies have a lead mentor, who ensures mentoring and support is of the highest standard for every beginner teacher. High quality practitioners, paired with our beginner teachers as subject mentors, provide close guidance around subject knowledge and day-to-day classroom management. In addition to this, a weekly and bespoke CPD offer takes place within each academy, led by exemplary classroom practitioners. These also act as a means of sharing best practice within the Beginner Teacher network, with NQTs and RQTs often leading sessions to share their innovative ideas.

As a Beginner Teacher you will have access to our trust wide CPD programme, supporting further professional development alongside a full suite of opportunities to network socially with beginner teachers across the trust, all expertly coordinated and hosted by our Beginner Teacher Lead. You will have access to a great wealth of collaborative learning opportunities across our three secondary schools and one primary school serving the Leeds area.



"I love working here as there are so many opportunities available. My role as bursary holder for Teaching and Learning has meant i've collaborated with others and delivered my own CPD to colleagues across the Trust and across Luminate Education Group.

I've also had the chance to volunteer as a staff governor which gives me the chance to influence the direction of the academy as our senior leaders are open to new ideas.

I truly believe LCA is a place which notices staff and helps them achieve their aspirations. My experience of joining LCA as an NQT and gaining leadership responsibility a few years later highlights this."

Alex Halpin, Teaching and Learning

STAFF BENEFITS

We are delighted that you are considering applying for a role with the White Rose Academies Trust. In addition to highlighting this opportunity for you to work for a progressive, highly supportive and visionary trust, we also want to share with you a sample of the amazing benefits available to all staff.

health assured

Health Assured offer free and confidential advice and support to staff and immediate family, 24 hours, 7 days per week. Services include support with family, finances, legal advice, stress, anxiety and bereavement, also providing access to structured counselling sessions.



We provide a trust-wide CPD programme and opportunities to attend national and international conferences, visit 'outstanding' academies/trusts nationally, along with access to formal qualifications up to Masters level.

First Bus

Discounted monthly bus ticket, automated mobile ticket renewals, unlimited bus travel for work or leisure, tickets sent straight to your mobile.



The trust continues to support a wide number of colleagues in undertaking apprenticeships, undergraduate and post-graduate degrees and professional qualifications (e.g. CIMA).



The Local Government Pensions Scheme (LGPS) is a statutory scheme. The rules of the scheme are issued by Parliament and have the force of law. The legal status of the pension scheme rules gives it a great deal of security.



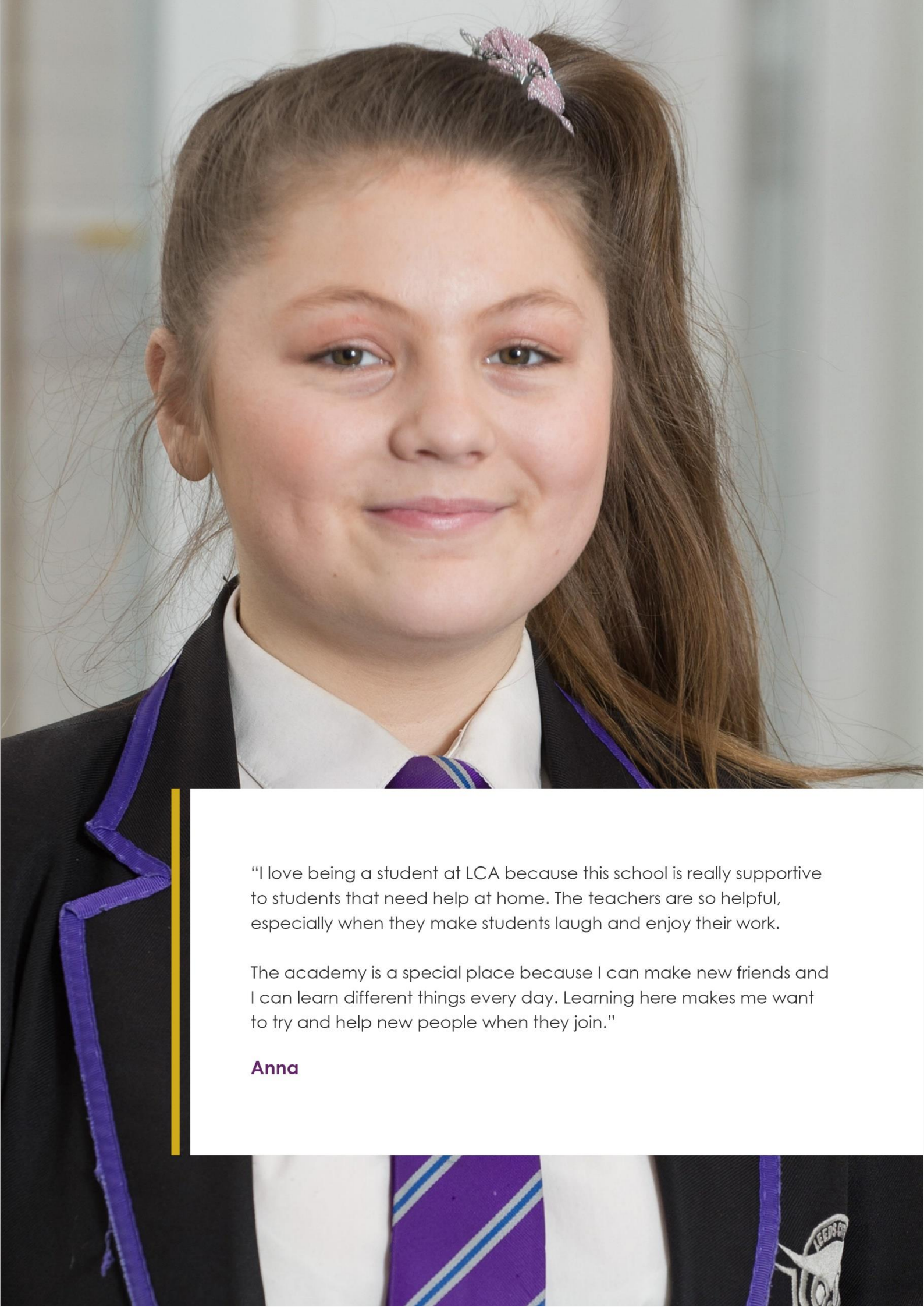
We are part of the CycleScheme. Save money on a new bike and spread the cost. Visit their website for more information on how to sign up to this fantastic scheme.



Free parking for staff at all of our academy locations.



Techscheme allows you to purchase the latest tech through your employer via salary sacrifice. Spread the cost across 12 payments from your gross salary, making NI savings. There are over 5,000 tech products to choose from.



"I love being a student at LCA because this school is really supportive to students that need help at home. The teachers are so helpful, especially when they make students laugh and enjoy their work.

The academy is a special place because I can make new friends and I can learn different things every day. Learning here makes me want to try and help new people when they join."

Anna

STAFF WELLBEING

The White Rose Academies Trust is made of outstanding professionals, whose daily commitment is matched only by the pride our students feel for their school and education. The future of our society is exciting, vibrant and safe in the hands of our students and staff.

We are committed to encouraging a positive working environment that promotes the physical and mental wellbeing of our staff. The capability and wellbeing of our colleagues is a priority for the trust. Therefore, we make every effort to address and meet our employee's health and wellbeing needs.



Colleague
Recognition

We have a great staff recognition system which is built around a system of gratitude/appreciation cards. This initiative encourages staff to submit positive feedback to their peers and allows all staff to be appropriately recognised for their hard work.



Wellbeing
Wednesdays

Our academies have introduced Wellbeing Wednesday breakfast for all staff. Breakfast is available from 7:45am in the canteen.



Department
for Education

We have signed up to the Education Staff Wellbeing Charter because the wellbeing of our staff is of paramount importance to us. Visit the Dfe website for further details.



MINDFUL
EMPLOYER

Unlike other accreditations or quality standards, the Charter for 'Employers Positive about Mental Health' is about recognising those employers working towards better mental health in the workplace; no matter where they are in their journey.

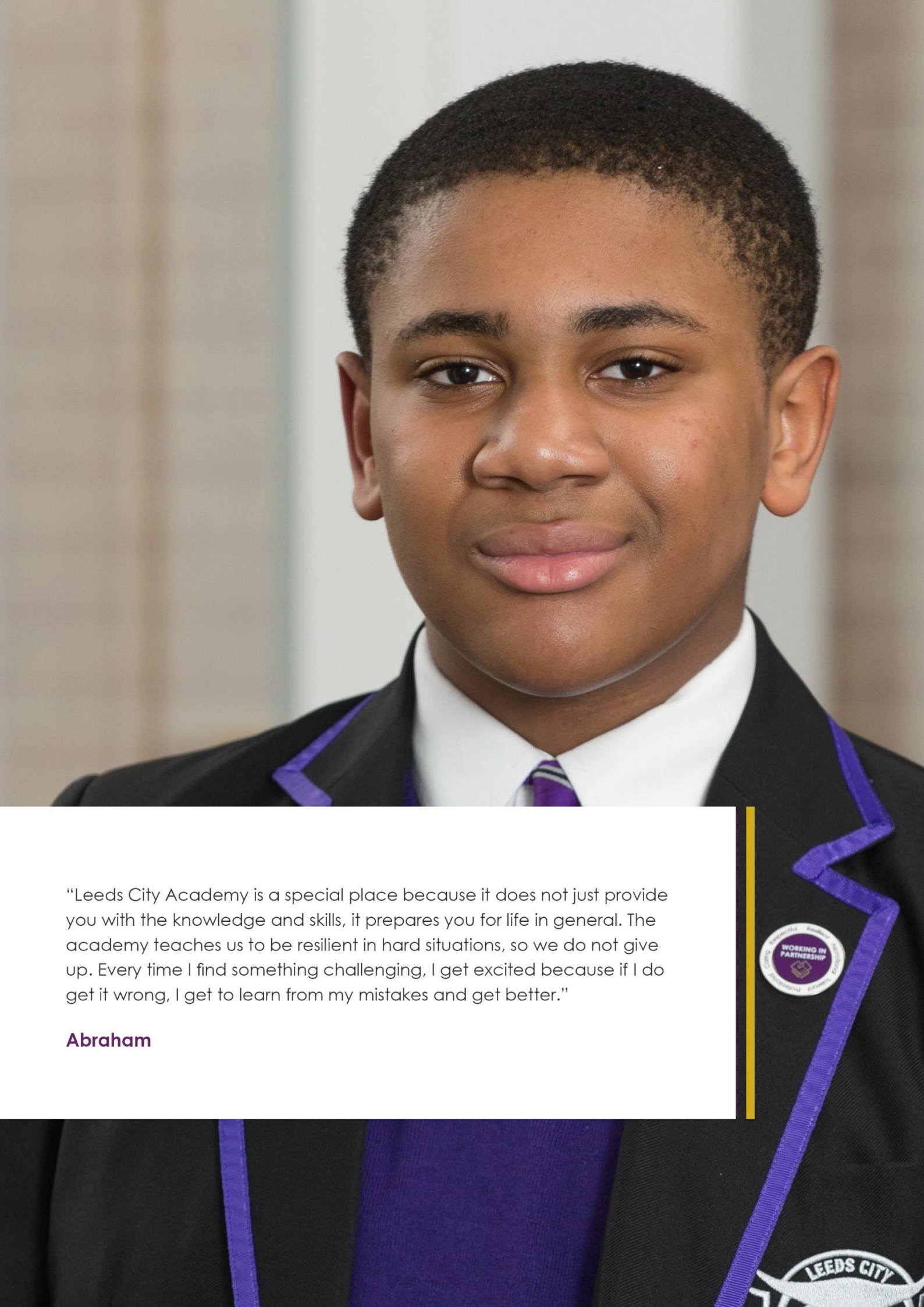


Staff Recognition Treats

Staff are awarded with sweet treats throughout the year to thank them for their hard work.

health assured

Health Assured offer free and confidential advice and support to staff and immediate family, 24 hours, 7 days per week. Services include support with family, finances, legal advice, stress, anxiety and bereavement, also providing access to structured counselling sessions.



“Leeds City Academy is a special place because it does not just provide you with the knowledge and skills, it prepares you for life in general. The academy teaches us to be resilient in hard situations, so we do not give up. Every time I find something challenging, I get excited because if I do get it wrong, I get to learn from my mistakes and get better.”

Abraham

MESSAGE FROM THE BOARD

Welcome to the White Rose Academies Trust.

We are an ambitious trust with very high aspirations for the children and diverse communities which we serve.

Our values underpin everything we do and our compassionate approach is reflected in our students and how we all work together as one.

Our Board is made up of incredibly talented and inspiring people. We are focused on building the best environment for our academies to flourish and by providing excellent governance we aim to:

- ensure clarity of vision and strategic direction,
- hold executive leaders to account for the educational performance of the organisation, its students and the performance of staff,
- oversee the financial performance of the organisation and make sure that money is well spent.

We are thrilled with the improvements and progress achieved by all our academies so far. Our rating of 'Good' by Ofsted, with Leeds City Academy also achieving 'Outstanding' for Leadership and Management is something we are incredibly proud of. We know we have the right teams of professionals in our academies to take us further as we continue make improvements across the trust.

Board of Directors

OUR SHARED PURPOSE AS THE LUMINATE EDUCATION GROUP IS DEFINED THROUGH THE WORK OF ALL OUR STAFF EVERY DAY.

The White Rose Academies Trust is a member of Luminate Education Group.

Together, the academies (Leeds City Academy, Leeds East Academy, Leeds West Academy and Alder Tree Primary) provide education to almost 4,000 4-16 year olds in Leeds. The trust employs over 500 staff and has an annual turnover of £26 million.

Luminate Education Group also consists of Harrogate College, Keighley College, Leeds City College, Leeds Conservatoire, Leeds Sixth Form College and University Centre. It is one of the largest education providers in the Yorkshire region, with over 30,000 students and 3,000 staff members, offering education from Early Years through to Higher Education. The members work together to provide the best opportunities and experiences for students that are aligned to local needs and inclusive for all. The group has now established itself as 'a leading voice in education, training and community transformation'.

www.luminate.ac.uk

HARROGATE COLLEGE

IC Keighley College

LEEDS CITY COLLEGE

LEEDS CONSERVATOIRE

LEEDS SIXTH FORM COLLEGE

University Centre Leeds

WHITE ROSE ACADEMIES

YORKSHIRE CENTRE FOR TRAINING & DEVELOPMENT



WHITE ROSE ACADEMIES

"Our ambition is excellence.
Every child, every teacher,
everyone; outstanding."

The White Rose Academies Trust is a
member of Luminare Education Group

luminare
EDUCATION GROUP

