

The appointment of
Cover Supervisor Team Leader

Required for September 2019



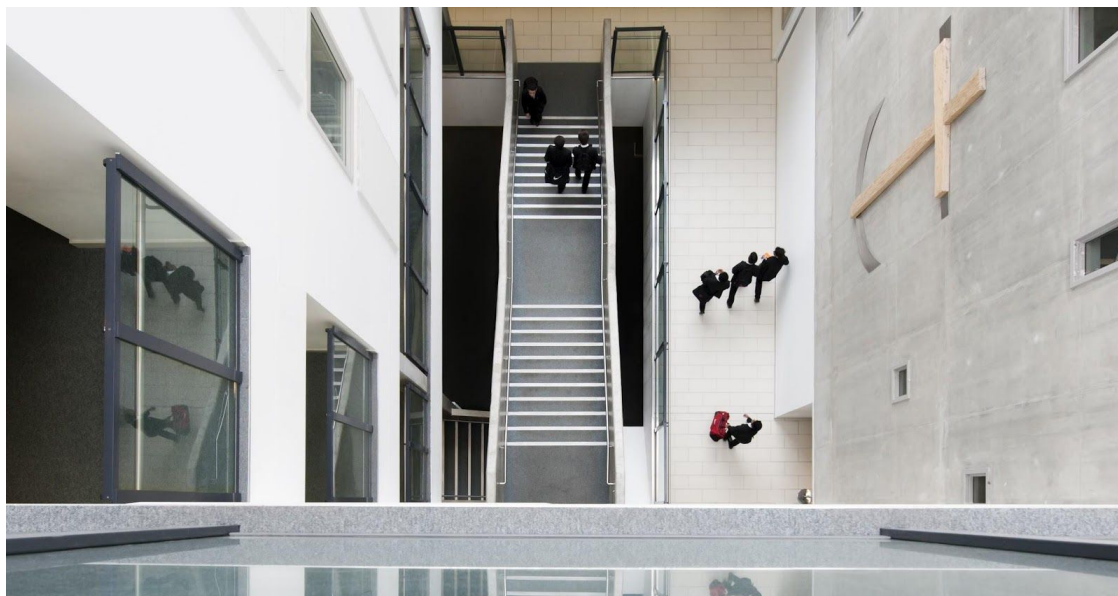


Anchored in Christ

Thank you for requesting information regarding the post of **Cover Supervisor Team Leader** at Chelsea Academy. We hope that the enclosed application pack and letter, along with the Academy's website, gives you all of the information that you need to help you apply for a post here. Chelsea Academy is a great place to work and visitors often comment on the excellent behaviour of our students, the friendliness of our staff and the fantastic Academy building. Our aim is simple; to provide the best quality education for all the students that attend the Academy, to produce happy and employable young people and to become one of the best schools in London. If you would like to join us on that journey then we would love to hear from you.

We are currently graded outstanding by Ofsted and SIAMS, a World Class School and are a member of the Leading Edge network. In the summer we achieved our best ever GCSE and A level results in terms of both progress (top 10% nationally) and attainment. However, we are much more than a successful, academically focused school. We believe in educating the whole child and our Christian values of joy, perseverance, servant leadership, charity and forgiveness underpin everything we stand for. It is important that all of our staff, whether they are teachers or not, work closely with our young people and ensure that they are successful in all that they do. We are looking for staff who will always go the extra mile for our young people and believe that education happens both in and out of the classroom.

Chelsea Academy is a great place to work (we are one of the few schools in the country with Investors in People Gold), our staff are friendly and supportive and we offer a whole range of professional development opportunities no matter what stage you are at in your career. We want all of our teachers to be outstanding and so offer unrivalled professional development and support. This includes a CPD session every week (including opportunities to regularly visit other schools for newly qualified teachers) and a thriving in house Lead Practitioner team that coach and support staff across the Academy. Through the Chelsea Academy Way for Learning we have a simple, flexible and consistent way of developing outstanding teaching. Most of our senior and middle leaders started as teachers with us and have developed into highly talented practitioners. We offer internal and external training through NPQML, NPQSL and Teaching Leaders - your professional development is important to us. Academy staff have access to a wide range of benefits these include a private healthcare package, 24 hour GP service, physiotherapy and a confidential well-being support line as well as a laptop and free lunch





We are seeking to appoint an innovative, inspiring and well-qualified Cover Supervisor Team Leader to manage the cover team at our fantastic Academy. The successful candidate may currently be a teacher, working in a similar role or looking for a first step into the world of teaching. We are looking for someone who has excellent timekeeping and attention to detail. The successful candidate should also have excellent organisational and communication skills to manage and deliver cover lessons for classes in the absence of a teacher. This will include supervising students, maintaining a positive learning environment and managing the behaviour of students in the classroom when delivering cover lessons. Specifically though, the Cover Supervisor Team Leader will also have the responsibility of managing the cover schedule, planning daily cover and liaising with teachers, members of the leadership team and external stakeholders.

Please visit our website for an application form that needs to be completed and returned to the Academy. Sorry but we do not accept CV's. The deadline for applications is **Monday 1st July 2019 at 12:00**, and interviews are expected to take place on **Thursday 4th July 2019**. It will assist the shortlisting process if applicants can address directly the criteria in the candidate specification in their supporting statements.

Induction Day will be on Monday 8th July 2019.

If you have any further questions about this post then please feel free to contact Anisha Yatally (HR Officer) who will put you in contact with the relevant staff member. Visits to the Academy and / or requests for informal discussions with the Principal are welcome and can be arranged by Anisha. Please note that Chelsea Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced police / Security Disclosure and Barring Service (DBS) check prior to starting employment with the Academy.



Anchored in Christ

Equal Opportunities and Safer Recruitment

Chelsea Academy is an inclusive employer. We welcome applications from suitable candidates no matter their gender, race, religion, sexual orientation, or disability, however, we do expect all our staff to note and follow our Christian ethos which is outlined on our website. Please note that Chelsea Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy successful references, an enhanced police / Security Disclosure and Barring Service (DBS) check and right to work in the UK prior to starting employment with the Academy.

If you want to work in a happy, purposeful inner city academy with a strong Christian ethos and commitment to helping every student go on to university or meaningful employment, then we would welcome your application.

Yours faithfully

Matt Williams
Principal

COVER SUPERVISOR TEAM LEADER

JOB DESCRIPTION

Purpose:	<ul style="list-style-type: none"> • To have overall management responsibility for all work carried out by the cover team (ie: internal and external Cover Supervisors, Heads of Year and other staff as required) and for the review and development of services provided by that team. • To lead the management of the cover process, including liaising with absent staff, managing the cover calendar, preparing the cover overview each morning assigning cover to members of staff and ensuring high quality cover work is being provided by the curriculum teams and delivered by the cover teacher.. • To manage, motivate and develop staff working in the cover team with the aim of continuously improving support for learning and teaching throughout the Academy. • To provide high-level administrative support to the members of the Leadership Team within the Academy. • To provide high quality cover for classes in the absence of a teacher.
Reporting to:	Assistant Principal (Teaching and Learning)
Salary	Scale 5 points 22-25 (£21,931 - £23,968 per annum, pro rata)
Working time:	40 hours per week during term time only plus INSET days (7.30am-4.00pm with 30 minutes unpaid break)

MANAGEMENT DUTIES

- Oversight and management of staff, procedures and processes in relation to cover, including:
- Support management with forward planning of known cover using Sims.
- Producing and sending the Cover Overview on time to VPs every morning (by 8 am)
- Management and allocation of cover for absent teaching staff, including responsibility for responding to daily cover requests.
- Weekly production and implementation of the cover calendar and reporting to Leadership team on cover statistics.
- Development, implementation and review of administrative support systems to ensure that students get the best quality lessons.
- Organisation and allocation of tasks across the Cover Support Team including liaising with Inclusion Leaders and those staff available for cover.
- Management of all cover work provided, including lesson plans and resources.
- Management of external cover teachers where necessary, including their induction to the Academy and helping them with behaviour and lesson readiness.
- To develop and maintain relationships with cover agencies providing external cover teachers.
- Communication of cover requirements/allocations with all stakeholders.
- Organising and chairing of weekly team brief session for staff in your responsibility area(s).
- Performance Review System.
- Participating in regular (at least twice annually) one-to-one and professional development reviews.
- Oversight of staff well-being for cover teachers (supply) in the workplace, including Health and Safety aspects.
- To liaise with all stakeholders to ensure cover work is challenging and fit for purpose.
- Review cover statistics half-termly to inform future planning.

COVER SUPERVISOR DUTIES

- Provide supervision of classes to cover the absence (short-term) of teachers.
- Ensure that no learning is missed in the absence of regular teaching staff within cover lessons
- Ensure that classes enter and exit in an orderly fashion, taking appropriate action using the Academy's behaviour policy
- Complete registration in line with the Academy's procedure.
- Instruct students about the work set by the teacher, ensuring understanding of tasks set.
- Manage / provide necessary resources for activities set and clarify instructions, to ensure that students are able to progress work set.
- Manage the behaviour of students whilst in the classroom within the Academy's behaviour policy, referring students on in appropriate circumstances.
- Monitor students to ensure they are on task and completing work set at an appropriate pace.
- Monitor students to ensure they are working in a safe way.

- Collect and return work to the teacher as required.
- Ensure classrooms are left in an acceptable condition for the next lesson.
- Report to the assigned teacher any issues arising from the lesson.
- Deal with any immediate problems or emergencies according to the Academy's policy.
- Perform duties in line with Health & Safety procedures and take remedial action where hazards are identified. Where hazards are serious, report to line manager immediately.

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available.
- To contribute to the development of the Academy's Christian ethos.
- To support the Academy Mission Statement.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.

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