Secondary Academy

Academy Transformation Trust

Cover Supervisor (Term Time Only) Application Pack

The Dukeries Academy,
New Ollerton, Nottinghamshire

Improving Education Together.

Contents

The Dukeries Academy,
New Ollerton, Nottinghamshire

01
About Academy Transformation Trust
Page 3

02
The Dukeries Academy Information
Page 4

03
Job Description
Page 5 - 6

04
Person Specification
Page 7

05
How to apply
Page 8

Improving Education Together.

01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.

02. The Dukeries Academy Information

The Dukeries Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in October 2016, at The Dukeries Academy, we provide a high quality environment to support learning and personal growth.

Our ambition is to stimulate success and academic achievement through a diverse curriculum coupled with an outstanding and nationally recognised reputation for student support and community involvement.

THE DUKERIES ACADEMY

Our teaching methods will provide a firm foundation for our pupils learning, while giving them the opportunity to explore and to find out who they are and what they want to do. We are passionate about innovative teaching, whether through IT, varied teaching methods or community involvement. This is a world-class education.

Our aim is to broaden horizons by educating the whole person and providing the environment for families to learn and grow together. To support this we also offer an extensive range of further education courses.

To find out more, please visit www.dukeries.attrust.org.uk.

03. Job Description

Cover Supervisor, Secondary Academy

Hours:

37 hours per week, term time only. Working days are Monday to Friday.

Job Purpose:

Provide effective cover supervision for absent teachers, to ensure continuity of student education, as well as providing additional support for other activities, including invigilation and administration assistant.

Key responsibilities are:

> Supervise and instruct students in line with teachers' guidance, to help maintain curriculum requirements.

> Assist in preparing as well as clearing the learning environment and materials used to maximise the available time for teaching to meet student progress standards.

> Manage student behaviour in accordance with policies to maintain a constructive working environment, including the supervision of student entry and exit from classrooms.

> Respond and assist students with set work to continue towards achievement targets, and ensuring all work is returned to the relevant person.

> Record and report lesson attendance to ensure the accurate analysis of attendance data by the relevant people.

> Support pastoral and learning issues associated with individual students in order to maximise their potential, making referrals as necessary in line with Academy procedures.

> Provide various administrative support to departments, including preparation of display work, maintenance of inventories, ordering, record keeping and collection of monies, invigilating, allowing the Teachers to focus on student learning.

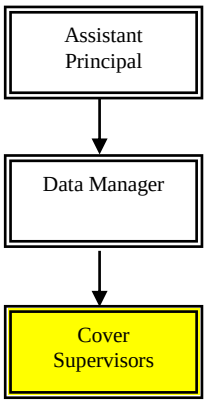
> Actively promote & comply with the academy policies & procedures, in particular relating to child protection and health & safety, reporting all concerns to the appropriate person.

> To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.

Job Context

> Deals with a range of subjects and activities.

Organisation



Knowledge and Experience

> Educated to Level 3 standard or equivalent

> Previous experience of working with young people, ideally within an educational environment, demonstrating respect for young people and their needs.

> Excellent literacy and numeracy skills

> Competent in the use of IT hardware and software

> Ability to work on own initiative

> Demonstrable organisational and administrative skills

> Ability to work under pressure and adapt quickly and effectively to changing requirements.

> Ability to work as part of a team and contribute to its overall success

> Ability to deal with a wide range of student behaviours, demonstrating a patient, caring and sympathetic approach.

> Excellent verbal and written communication with staff and students

04. Person Specification

Cover Supervisor, Secondary Academy

	Essential	Desirable
Experience	• Successful recent experience of working with young people, preferably in an educational environment. • Has previously worked as part of a team and is used to liaising with colleagues.	• Experience of working with young people of all abilities in a secondary school
Education & Training	• Good general standard of education with strong literacy and numeracy skills.	• Basic First aid qualification
Knowledge	• Of the secondary phase of schooling • Understanding of relevant policies, codes of practice and legislation	• Knowledge of the curriculum at KS3 and KS4 • Knowledge and understanding of assertive discipline techniques
Skills/Aptitudes	• Able to work in an independent way. • Good personal organisation and administration. • Able to motivate and inspire with a creative approach to problem solving • Has a patient, caring and sympathetic personality • Must have excellent verbal and written communication skills • Ability to form good working relationships with a wide range of site personnel	• Has a variety of interests • Ability to manage students with a range of abilities
Specific Requirements	• Ability to work in a child centred environment having respect for young people and their needs • Ability to work calmly under pressure and adapt quickly and effectively to changing circumstances/situations • Competent and confident in the use of ICT.	• Flexible working • Current full driving licence



05. How to apply

The Dukeries Academy, New Ollerton, Nottinghamshire

Salary:
NJC Pt 14-18, £14,847 - £15,846 per annum, actual salary paid

Closing date:
Friday 28 September 2018, Midday

Interviews:
TBA

Start Date:
As soon as possible.

Visits to the school:
For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01623 860545.

Applying
Please apply by visiting www.academytransformationtrust.co.uk/vacancies

Forward as one.

Improving Education Together.

Address:
Academy Transformation Trust
Suite 413
Jewellery Business Centre
95 Spencer Street
Birmingham
B18 6DA

Visit:
academytransformationtrust.co.uk

Call:
0121 794 7275

Email:
office@academytransformation.co.uk

@AcademyTrust