



## **Job Application Pack Cover Supervisor**

Permanent, 37 hours per week, Term Time only  
Salary: Grade 6, points 7 – 12, £19,554 to £21,589 FTE  
Actual salary: £16,790 to £18,537 per annum

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

A handwritten signature in black ink that reads "S. Hampton".

**Sian Hampton**

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy and more recently the Trust are pleased to have had The Nottingham Emmanuel School join.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

## Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

## Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

## Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe, Belong, Achieve



**Bluecoat Primary**  
believe in yourself, in others, in God

## Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

## The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



**Bluecoat SCITT Alliance**  
Nottingham

## Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

## Bluecoat Beechdale Academy – Principal

Bluecoat Beechdale Academy offers a professional and caring learning environment that enables every member of our Academy to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Bluecoat Beechdale Academy is a truly diverse Academy that welcomes students and staff from all backgrounds. Becoming a member of Bluecoat Beechdale Academy means a welcome into the Archway family. The Academy has grown to become a strong member of the Archway Learning Trust, playing our part in continuing the tradition of excellent education for children from the City of Nottingham and beyond.



We are thrilled that, in February 2017, Ofsted recognised the many wonderful opportunities that we are providing for our students. In particular Ofsted acknowledged the tremendous progress that has been made at the school since the last inspection of our predecessor school in 2013. It is a great source of pride for everyone connected with Bluecoat Beechdale Academy that we have made huge strides to improve in all key areas and received **'Good'** judgements in teaching and learning, outcomes, leadership and the overall effectiveness of the Academy. We make no apologies for the high standards that we have here at Bluecoat Beechdale Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students. This was evident to the Ofsted inspection team who made the following observations:

*"All pupils are being well prepared for [the] next stage of their education, training and employment, because the school ensures that they leave with the skills they need to prosper"*

*"Teachers have good subject knowledge, which they use to enthuse pupils. They have high expectations of what pupils can achieve and work hard to ensure that pupils share these aspirations."*

*"Extra-curricular opportunities are extensive and exemplary."*

*"The school has a clear behaviour policy, which sets high standards for pupils' conduct."*

**Ofsted, February 2017**

As further recognition of the improvements made at the academy, in November 2017 Bluecoat Beechdale was named as **'School of the Year'** in the Nottingham Post Education Awards.

Unlike other academies within Archway Learning Trust, Bluecoat Beechdale is not formally designated as a Church of England academy, but shares the ethos and many of the Bluecoat values.

As Principal, I am passionately committed to excellence for all. I believe that all students have three fundamental rights when they come to school: The right to feel happy, the right to feel safe, and the right to learn. We make no apologies for the unequivocally high standards that we have here at Bluecoat Beechdale Academy; we expect students to have excellent behaviour, attendance and attitudes to learning following role modelled behaviours from our staff. We also expect our staff to be excellent too, by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. A similar commitment to increasing the cultural capital of our students is vital.



## The Vacancy

The Trust is seeking to appoint an outstanding and experienced Cover Supervisor to join a high achieving, successful and forward-looking team of staff.

As a valued member of the Cover Supervisor Team the post holder will work under the direction of the the Assistant Principal to provide cover predominantly for absent teaching staff at our Bluecoat Beechdale Academy. The role includes overseeing students in the completion of pre-set work and managing student's classroom behaviour.

The post will suit an individual who enjoys working as part of a team and who enjoys working with young people from a variety of backgrounds. Cover Supervisors must demonstrate that they are adaptable to different situations and are able to thrive in a busy, demanding working environment. It is important that Cover Supervisors possess well developed organisational and interpersonal skills to get the very best out of the students at the Trust when working in the classroom.

The position of Cover Supervisor would also suit those candidates who can foresee themselves dealing with students with confidence and a desire to role model positive behaviour for them. The successful candidate will need to evidence their experience of liaising with a variety of people from young people to other professionals, working as part of a team and problem solving in challenging circumstances.

Whilst employed to work predominantly at our Bluecoat Beechdale Academy, there may be a requirement for the post holder to work across any of the sites that comprise Archway Learning Trust in accordance with the needs of the Trust.

## Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

### **We believe:**

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

## Applications

For more information about Bluecoat Beechdale Academy, please visit [www.bluecoatbeechdale.co.uk](http://www.bluecoatbeechdale.co.uk) . To apply for the role please download the 'Support Staff Application Form' from the 'Vacancies' section on our website and submit to [recruitmentbba@archwaytrust.co.uk](mailto:recruitmentbba@archwaytrust.co.uk) clearly demonstrating your suitability for the role.

**Closing Date: 9am, Friday 29<sup>th</sup> November 2019**

**Interview Date: Thursday 5<sup>th</sup> December 2019**

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email [recruitmentbba@archwaytrust.co.uk](mailto:recruitmentbba@archwaytrust.co.uk) or telephone 0115 913 5211

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

## Job Description

**POST TITLE:** COVER SUPERVISOR

**GRADE:** GRADE 6

**SALARY:** £19,554 to £21,589 FTE

**ACTUAL SALARY:** £16,790 to £18,537 per annum

**RESPONSIBLE TO:** Assistant Principal

### JOB PURPOSE

This post holder will work under the supervision of the Deputy Director of Learning for Learning Support and SEN to:

- Supervise students working on a pre-set learning activity in the absence of a teacher.
- Provide specialist support in designated curriculum areas, including preparation and maintenance of resources and support to teaching staff and students.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### SPECIFIC RESPONSIBILITIES

- Supervise the students working on a pre-set learning activity in the absence of a teacher.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Liaise with the designated class teacher to understand what the pre-prepared exercise for the class will be and what resources may be given to students to facilitate learning.
- Record and report attendance at lessons in accordance with Academy procedures.
- Explain and respond to students about what is required and what pre-prepared task/exercise they will be expected to undertake.
- Answer any general questions the students have in relation to the work set and model expectations to students.
- Manage behaviour of students to ensure that a constructive learning environment is maintained by using a range of strategies to deal with classroom behaviour as a whole, and also individual behavioural needs. This will include meeting and communicating with parents as required.

- Report back to the designated class teacher as appropriate.
- Work with teaching staff to establish an appropriate learning environment which is purposeful, orderly and productive.
- Assist teaching staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials as required by teaching staff.
- Be responsible for keeping and updating records as agreed with teaching staff.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/administrative support.
- Provide first aid assistance to staff, students and visitors as and when necessary.
- Provide flexibility to the working day to attend afterschool meetings, faculty meetings or year group meetings.

#### STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

#### DRESS CODE

- The Trust expects staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.



**PERSON SPECIFICATION – COVER SUPERVISOR**

|   | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| <b>EDUCATION &amp; TRAINING</b>   |           |           |
| Relevant educational or vocational qualifications equivalent to Level 2/3 or above e.g. GCSE/O Level, NVQ Level 3 or above or vocational qualification related to the post.   | *         |           |
| Take responsibility for own professional development and be willing to partake in further in-service or external training and development.  | *         |           |
| Willingness to share knowledge and best practice with colleagues  | *         |           |
| Possess or be willing to train for the First Aid at Work or Emergency First Aid at Work certificate as approved by HSE.   | *         |           |
| <b>EXPERIENCE</b>   |           |           |
| Previous experience of working with students  | *         |           |
| Previous experience of working within an educational setting.   | *         |           |
| A working knowledge of MS Office packages   | *         |           |
| Willingness to identify and develop own IT Skills.  | *         |           |
| <b>PROFESSIONAL SKILLS</b>  |           |           |
| Ability to work independently and unsupervised using own initiative.  | *         |           |
| Ability to solve unexpected problems but also identify when it is appropriate to seek assistance.   | *         |           |
| Understanding and willingness to work within relevant Trust policies  | *         |           |
| Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently.   | *         |           |
| Ability to act as role model and set high expectations for behaviour, encouraging students to take responsibility for their behaviour and an ability to encourage students to interact and work co-operatively with others. | *         |           |
| Excellent organisational skills with a willingness to respond positively to changing circumstances and manage conflicting circumstances.  | *         |           |
| Excellent communication skills  | *         |           |

| PERSONAL QUALITIES   |   |  |
|--|---|--|
| An enthusiasm for working with young people  | * |  |
| Have a warm, open and outgoing personality and relate well with a wide range of people, demonstrating an enthusiasm for working in an Academy and community context. | * |  |
| Be able to promote an inclusive ethos and acceptance of all students in the classroom.   | * |  |
| A willingness to participate in extra curriculum activities.   | * |  |
| Commitment to Equal Opportunities  | * |  |
| Suitability to work with children – Enhanced DBS Check   | * |  |