



Wyvern
Academy

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Cover Manager & The Deputy
Designated Safeguarding Lead
(DDSL)



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Cover Manager & DDSL at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

Partnerships

- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.

Tracey Greenough

Acting Chief Executive of Consilium Academies.

Welcome from the Headteacher

Dear Candidate,

Thank you for expressing an interest in joining Wyvern Academy and Consilium Academies. This post gives you the exciting opportunity to join a strong and developing team in a vibrant, happy, inclusive school and to make a real difference to the lives of our young people, being ready to be successful in their next chapter. I hope this provides some useful context and helps you to decide whether you would be a good 'fit' within our school and Trust team.

Team Wyvern takes prides in having high expectations and high standards. We are committed to ensuring that every student experience first-class learning and education, so that they can reach and exceed their potential. This is reflected in our school's vision that we achieve *'Excellence in all that we do'*.

"Wyvern is a place in which pupils are being prepared to succeed in life." (Ofsted 2023)

Our relentless focus on excellence has led to sustained and significant improvements in all areas of our school provision. We are a 'Good' school, as confirmed by Ofsted (June 2023). Compared to similar schools nationally, we are in the top 10% most improved for the progress and attainment that our students are making. Practice within school is beyond 'Good' and realising 'Outstanding'.

"Leaders have achieved their ambitious vision of giving this community the school it deserves. Wyvern Academy is a place where pupils are happy, safe and learn well." (Ofsted 2023)

Our school operates with a great feel of inclusivity and community. This is typified by respectful relationships that exist between teachers and students. Our learning environment is clearly focussed on high academic standards for all our students. Our school has a friendly, warm, orderly, and calm environment, allowing our classrooms to be healthy and conducive environments for learning.

We have an excellent CPD and induction offer for our staff that is supported by our Centre for Professional Learning (CfPL): at any point in your career, you will be well looked after.

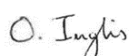
Wyvern Academy really is a great place to work, and we are proud to be part of the Consilium Academies Trust of nine schools.

"Staff are proud and happy to work at this school. They are keen to 'roll up their sleeves' and work hard. They are committed to leaders' vision of securing the best life chances for pupils in their community. Staff are confident that leaders value their well-being." (Ofsted 2023)

Our students are truly fantastic, and they deserve an excellent appointment. We really care about them and their futures and pride ourselves on excellent relationships. You can see them - and us - and get a better sense of us on our website and social media channels.

Looking towards our future with high optimism, we continue to grow in popularity as a secondary school of choice in Darlington. We have seen a 32% increase in first choice applications for September 2024, and we expect this to only elevate further. With significant building projects of new build housing, including the exciting West Park Garden Village development on our doorstep, it is an exciting time in our school future!

I hope that this is the right opportunity for you, good luck with your application.



Mr Owen Inglis - Headteacher – Wyvern Academy

About the Academy

Wyvern Academy is a coeducational secondary school with academy status, located in the Branksome and Cockerton area of Darlington, County Durham, England. We are looking for an exceptional candidate to join us on our journey to becoming a truly outstanding school.

As a Consilium Academy, Wyvern Academy is built on the values of the Consilium charter. The purpose of the charter is to ensure our mission and values translate into practice within our Academies, ensuring that every student benefits from our distinctively inclusive ethos.

At Wyvern Academy, we believe in:

Partnerships – Collaboration is the key to success. We work together to deliver on the promise set out in our mission statement.

Opportunity – Our aim of “Enriching Lives, Inspiring Ambitions” applies to all members of our Trust community, with our inclusive approach delivering a breadth of opportunities to give each individual the chance to fulfil their potential and prosper.

Integrity – Through our student-centred approach, advantage and ability are never seen as a ticket to involvement. We believe in every child’s right to high-quality education and access to amazing opportunities – irrespective of their individual circumstances. Integrity at Consilium means always putting students at the heart of everything we do.

Equity – We are truly inclusive, believing passionately that every student should be given the skills and support needed for them to meet their full potential. We are aspirational for all of our students, and we will ensure every student has the opportunities they need to achieve the highest of ambitions.

Excellence – We don’t settle for second-best, our standards are always high and we support everyone across the Trust to achieve them.

People-Centred – We genuinely want the best for each member of Consilium, that’s why everyone is treated with the highest level of respect. Our inclusive culture inspires us to be bold and engenders trust. It brings us together in ways that help us make a difference

About the Trust

The Consilium Mission

“Enriching Lives, Inspiring Ambitions”

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Interim Chief Executive, Tracey Greenough. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations.

About the Role

Job Title: Cover Manager & DDSL

Start date: To be agreed.

Hours: 36 hours term time +5 days

Contract: Permanent

Salary: Grade 7 (SCP Points 19 – 23) £26,684.77 - £28,745.93

Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Wyvern Academy, part of Consilium Academies who are committed to providing the best possible education for our pupils.

We are looking for an experienced, friendly and hard-working Cover Manager to join our team.

We are looking for:

- An inclusive individual, with high expectations of their students, who is committed to maximising rates of progress and has innovative ideas to support all pupils
- Someone with a sense of humour, who understands the importance of developing a positive culture in our organisation.

If you feel you share our values, have the vision and drive for excellence and want to be part of an enthusiastic and dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Katie Ferguson at katie.ferguson@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is Sunday 18th February 2024 at 09:00 AM.

Interviews will take place on a date to be confirmed.

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

In accordance with our statutory obligations under Keeping Children Safe in Education Consilium Academies is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Consilium Academies might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Cover Manager & DDSL
Reports to:	Business Support Officer
Grade:	Grade 7, SCP 19 – 23
Working Pattern:	36 hours per week, Term time + 5 days

Main purpose of the Role

To manage and organise cover for absent staff both teaching and support staff, deploying cover supervisors or arranging supply teachers as appropriate and monitoring the evaluating the impact of cover.

Main Duties and Responsibilities

- To lead and manage the cover system in accordance with the school's processes and procedures.
- To manage all arrangements for cover for absent colleagues (teachers and support staff) including deploying Cover Supervisors, arranging supply teachers, and ensuring that the school is compliant with the provisions of the STPCD.
- Manage the day to day cover for short term / long term teaching staff absence, supervising classes and quality of cover provided and ensuring the quality of classroom management
- To contribute to the development of, and implement agreed procedures for receiving, recording and acting on notification of planned and short-notice unplanned absence, communicating with relevant colleagues, as appropriate.
- To monitor the cover work supplied and to ensure the system for providing cover is robust and beneficial for the pupils.
- In consultation with all relevant colleagues evaluate the impact of cover provision considering pupil progress, impact on teachers, impact on behaviour and impact beyond the covered lesson.
- To give clear, accurate and complete information to those providing cover, as needed to enable them to work effectively.
- To work with the Business Support Officer to build a bank of direct supply staff.
- To provide induction for supply teachers, ensuring those new to the school can locate relevant facilities and fully understand what is expected of them in terms of Trust policy and procedures (i.e. Health and Safety, Safeguarding and Behaviour Policy) and ensure that those who have previously worked at the school are fully up to date with policy information.
- To have line management responsibility for cover supervisors within the school, including inducting new staff members of the team and undertaking performance management of the team in accordance with the Trust's Performance and Development Policy.
- To ensure that all in the team are deployed effectively and in accordance with best value principles.
- Record any positive/negative behaviour on the pupil record on SIMS.
- Cover Form registration as required, ensuring an accurate register of pupils and participate in Form activities.
- Ensure that all lessons are appropriately covered where required.
- To ensure accurate maintenance of the cover database and reporting on absences on a weekly / monthly basis
- To maintain and manage the register of supply / agency staff, ensuring all contact details are current, including DBS checks

Support for the teacher:

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Administer and assess routine tests and invigilate exams/tests.

Support for the school:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the schools.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.
- The Trust operate a no smoking policy.

Person Specification

Education & Training		
Criteria	Essential	Desirable
Numeracy and literacy skills to GCSE or equivalent	X	
First Aid Qualification		X
Knowledge/Skills/Experience		
Experience of database management		X
Experience of working in an educational environment		X
Experience in the line management and recruitment of staff		X
Managing and monitoring a budget and providing required reports		X
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	X	
Able to lead, develop and motivate a team of staff, delegating duties as required.	X	
Good organisational skills	X	
Sufficient literacy and numeracy to write clear messages and to keep records	X	
Working knowledge of common ICT applications e.g. spreadsheets, email, internet, database input	X	
Knowledge of SIMS or similar	X	
Knowledge of statutory attendance policies and requirements	X	
The ability to manage pupils in a classroom setting	X	
Attitude/Approach		
Able to work independently and within established procedures but without close supervision	X	
Ability to work flexibly as part of a team	X	
Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	X	
Understanding of the importance of confidentiality	X	
Systematic in approach to tasks, with attention to detail	x	
An enjoyment of working with and being in the company of young people	x	
Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	x	