@LEADAcadTrust

Da Vinci Academy
A L.E.A.D. Academy

"One Team, Changing Worlds"

Cover Supervisor

Candidate Information Pack

Ofsted Good Provider

Role: Cover Supervisor

Reporting to: SLT or designated leader

Salary: NJC 7–12 (£20,092 - £22,183 FTE) Pro Rata (£17,333 - £19,137)

Location: Da Vinci Academy, Derby, DE21 4ET

Contract Type: Full Time

Working Pattern: 39 weeks per year, 37 hours per week

Contract Term: Permanent

Start Date: As soon as possible

Closing Date: Monday 10th October 2022 at 9.00 am

Interviews: Friday 14th October 2022



Join us on our amazing adventure to make THE difference

"Leaders put pupils' interests at the heart of all that they do" Ofsted 2021

Having converted to academy status at the heart of the L.E.A.D. Academy Trust in May 2017, Da Vinci Academy is now a successful secondary school with around 700 students and an increasing school roll (oversubscribed in KS3 and also next year's intake). In summer 2019, we were proud to be the most improved Progress 8 school in Derby and in October 2021, we were rated 'good' by Ofsted. A copy of the report can be found on our website.

We are described as a 'proudly inclusive school with a big heart and huge ambition'. A student-centred philosophy is supported by an unwavering commitment to the achievement of successful outcomes for each and every young person.

"The school is inclusive and welcoming to all. Pupils feel valued and cared for."
Together with the L.E.A.D. Academy Trust, a strong and clear vision is in place - **one team changing worlds**. Our vision is achieved by supporting all to **Aspire, Believe, Learn, Achieve**. This is what we all firmly believe in and strive for at all times. The benefit of our close-knit academy community is a real team environment where people genuinely care for each other and where students and staff alike can really shine.

"Staff have high aspirations for all pupils' success. Leaders are determined that no child will be left behind."
We are looking to recruit a **Cover Supervisor.** The ideal candidate will be an energetic and positive professional who will have the skills and determination to ensure that exciting learning and outstanding progress is made for students of all abilities. You will possess the energy and enthusiasm to support our students in a variety of ways.

"Leaders are considerate of staff's workload and promote staff's well-being."
In return we can offer brilliant development from experienced leaders and one of the most supportive staff cultures that you could hope to be part of. We are family oriented and recognise a life outside of work whilst being determined to do everything we can as professionals in support of our students. Individual and academy team ambition go hand in hand. LEAD Trust support and career development are a given.

"Staff fully support leaders' vision for the school's continued improvement."
A drive to continue the ongoing improvement trajectory of our academy is a given and this role will support our determination to continue building positive attitudes to learning by all students. Ambitious team players with a good sense of humour are welcome. Our team goes above and beyond to support each other and our students so it is critical that this aligns with the candidate's own values and ethos. Applicants will be expected to be able to demonstrate a prior commitment to their own professional development and should be looking forward to ongoing development of their own practice and that of the academy team as part of our collaborative and supportive Trust offer.

We are looking for someone who will:

- provide outstanding day to day classroom supervision for groups of students in the absence of the normal class teacher.
- provide professional support for Curriculum Leaders in carrying out administrative tasks.
- provide support at breakfast club.
- provide learning, technician, and pastoral support for other departments.

In return, the successful candidate will:

- be joining a strong and dynamic team of professionals.
- work in a school with high aspirations for all of its students and staff.
- be provided with excellent career opportunities.

It is an exciting time at Da Vinci Academy, and you will be part of our future development and the adventure to continue raising standards as we build an exceptional academy together as one team.

disability confident COMMITTED

We welcome applicants from diverse backgrounds and promote accessibility and inclusivity for all. L.E.A.D. Academy Trust is a committed to the recruitment and promotion of all on the basis of ability and suitability for the role irrespective of disability, race, gender, health, social class, sexual preference, marital status, nationality, religion, employment status or age. The Trust is committed to treating your application fairly on these grounds.

Safeguarding

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.

Da Vinci Academy adopts a rigorous Safer Recruitment Policy which is followed for every appointment.

If you are invited to interview, your suitability to work with children will be explored. As such you will be asked to declare any convictions, cautions or reprimands which you have incurred.

If you are then successful at interview, an offer of employment will be made. This offer will be subject to the L.E.A.D Multi-Academy Trust Receiving:

- Satisfactory background checks e.g. Enhanced Disclosure and Barring Service check, Prohibition Check and Medical Check
- Satisfactory References
- Proof of Eligibility to work in the UK

Staff will be expected to take part in an induction day which has a safeguarding focus.

Staff will be expected to undertake CPD Safeguarding Training throughout every academic year.

There is a clear policy for staff conduct which all employees must adhere to.

How To Apply



Finding Out More

For more details about our academy, please visit our website www.davinciacademy.co.uk

Should you have any questions regarding the role please contact Jenny Linthwaite, HR Officer - email jenny.linthwaite@davinciacademy.co.uk

It is important that potential applicants are able to find out as much as possible about both our academy and the role as they consider making an application. We welcome visits and can be flexible around timings of the day to suit. We are committed to doing all we can to support those interested in researching more about what it is like to work in our proudly inclusive, ambitious academy as part of our 'one team'. Pre-application visits are therefore very welcome. We can also arrange a phone call with our Headteacher or other suitable members of staff. To arrange such an informal discussion ahead of and around making an application, please email Jenny Linthwaite, HR Officer - email jenny.linthwaite@davinciacademy.co.uk.

Please find job description, job specification and information about the L.E.A.D. Academy Trust attached.

Making Your Application

To apply, please visit our website: https://www.davinciacademy.co.uk/support-staff/

Please send a completed application form and covering letter (no more than 2 sides of A4), with a supporting CV if you wish to.

Completed applications should be sent to vacancies@davinciacademy.co.uk

Closing date: Monday 10th October 2022 at 9.00 am
Interviews: Friday 14th October 2022
Start date: As soon as possible

Applications will be reviewed upon receipt therefore shortlisted candidates may be contacted in advance of the closing date.

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Job Description – Cover Supervisor

Job Purpose:

- To support teachers and students as directed and ensure that classes are appropriately managed during times of teacher absence. To be responsible for the delivery of pre-planned cover of lessons and the delivery of daily PSHE

Duties and Responsibilities:

- To undertake classroom activities as directed by teachers to support teaching and learning process
- To assist in the preparation of resources and display
- To mark students' work in accordance with Academy policies and teacher instructions
- To undertake administrative duties as requested by teachers
- To cover tutor groups as and when needed
- To input data to support Academy policies in Assessment, Recording and Reporting
- To maintain student records in accordance with statutory procedures, Academy policies and as directed by the Assistant/Deputy Headteacher
- To liaise with Learning Resource staff and ICT staff to ensure teachers requirements are met to ensure high quality teaching and learning
- To manage the behaviour of pupils to ensure a constructive environment is maintained, by using a range of strategies
- To assist the teacher in the classroom as timetabled / requested
- To respond to student needs as they arise in the classroom
- To undertake break and lunchtime activities
- To undertake examination invigilation duties where required
- To work with teachers to prepare appropriate lessons / resources when absence is known in advance
- To compile appropriate lesson activities / resources in liaison with other teachers when absence is not known in advance
- Ensure that all communications with parents demonstrate the values of the academy and the L.E.A.D. Academy Trust
- Attend all meetings and functions necessary to support the work in this job description, ensuring that

Influencing and Managing Relationships:

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Parents and carers
- Governors
- Senior Leadership Team
- Staff

Other Academy Specific Responsibilities:

- Provide support at Breakfast Club

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key 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 and individually take responsibility for doing so.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Job Specification – Cover Supervisor

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

Qualifications and Attainment	Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths	E	
	Level 3 qualification	E	
	A degree or post graduate qualification		D
Skills and Knowledge	Ability to contribute to the delivery of lessons.	E	
	High level of oral and written communication skills.	E	
	Ability to work as part of a team.	E	
	Able to work to tight deadlines, managing and prioritising time effectively.	E	
	Self-starter, with and ability to work independently & use own initiative to overcome obstacles.	E	
Experience	Previous paid or voluntary work with young people.	E	
	An understanding of Keeping children safe in education.	E	
	An understanding basic school organisation.	E	
	A basic knowledge of the work of a school.	E	
	Experience working with children with Special Educational Needs.		D
Personal Attributes	Have an openness to learning and change.	E	
	Have a positive attitude to personal development and training.	E	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	E	
Additional Requirements	This role is subject to an enhanced DBS.	E	
	May be required to work out of school hours to support the academy.	E	

L.E.A.D. Academy Trust

L.E.A.D. Academy Trust comprises of twenty five academies across Nottingham, Leicester, Derby, Lincoln and Sheffield. Our philosophy is to; lead, empower, achieve and drive.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential. We have also been recognised by Ofsted as a leading academy sponsor, securing rapid and sustainable improvement through the research and application of best practice across operational areas.

The combination of autonomy and collaboration across key areas of leadership and management underpinned by shared vision, values and best practice positions L.E.A.D. as a truly unique Academy Trust.

To view our 'L.E.A.D. Family Brochure' please visit:
www.leadacademytrust.co.uk

To see the wonderful achievements, proud moments and diverse events happening across our Trust please follow our twitter account:
@LEADAcadTrust



Our Leaders

One of the core priorities for the L.E.A.D. Academy Trust is the development of outstanding school leaders. We are dedicated to providing an organisation which will:

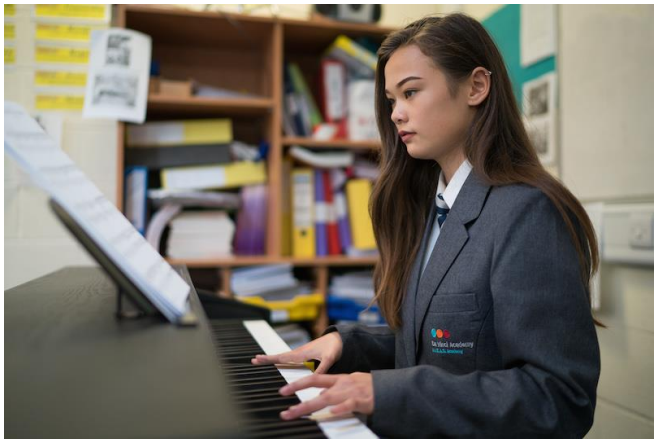
- develop inspirational school leaders for the future through high quality recruitment, professional development and coaching;
- invest in joint training, peer coaching, sharing good practice and professional dialogue in a climate of trust;
- continually improve, exploring new ways of working, alternative curriculums and innovation;
- strategically plan to produce the next generation of high quality school leaders.

The L.E.A.D. Teaching School Alliance

The L.E.A.D. Teaching School Alliance is a dynamic, cross-phase collaboration of schools committed to harnessing, nurturing and sharing the specific skills and attributes required to teach and lead in areas with diverse pupil populations. Everything we do in our schools is about providing children with an outstanding, broad and balanced education.

Our innovative Initial Teaching Training (ITT) route aims to increase the number of quality teachers in our schools. In addition, we offer a range of high quality Continuing Professional Development (CPD) for staff at all levels and tailored school-to-school support. We are keen to nurture and grow staff across our alliance and offer a range of opportunities to develop the leaders of tomorrow. By working in partnership with The University of Nottingham and other regional Universities, we are also creating a research culture within our alliance that will impact positively on teaching, learning and the achievement of young people.





Our Support

We provide a range of high quality, professional services to schools in nine core areas:

Financial Management

Project Management

Procurement

ICT Management

Human Resources

Leadership Development

Legal Support

Governor Support

Education





L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

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