

Cover Supervisor Candidate Pack

Montsaye  ACADEMY



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About us



"We pride ourselves on being at the heart of the local community"

Montsaye Academy is located in the historic Northamptonshire market town of Rothwell, easily reached from Leicestershire, Northamptonshire, Warwickshire and Bedfordshire. Northamptonshire is a popular place to live and one of the greenest counties in England with over 161 parks covering 1600 acres. Montsaye Academy is a vibrant and active community where learning and achievement, in their widest sense, are viewed as the core purpose of our work. It is also a caring and supportive environment in which children can become adults, unafraid to make mistakes, flexible enough to overcome obstacles and ambitious enough to be extraordinary not average.

The school is a member of Pathfinder School's Multi-Academy Trust and collaborates closely with the Trust Central Team, and its nine other Schools. The academy has developed very effective partnerships with other local secondary schools, which enhances our curriculum and supports our practice.

We are fortunate to support the learning of over 1000 students between the ages of 11-18, including a vibrant Sixth Form. Our students join us from Rothwell and a number of neighbouring villages and towns. We employ close to 200 staff, including 70 teachers and leaders and 130 support staff, who enable our academy and students to thrive.

Our on-site facilities include:

- A Community Sports Centre with a Sports hall, Swimming Pool, Fitness Suite, Dance Studio, a full-size 3rd Generation Rubber Crumb all weather surface, grass football pitches and Multi-use Games areas.
- Staff room and Faculty bases
- State-of-the-art Science laboratories
- Dedicated Sixth-Form area
- Recently refurbished restaurant and café

Career Development

**'Monsaye Academy
nurtures aspiring
leaders'**

We are a research engaged school and our teaching and learning strategies are driven by the evidence of what works. Our aim is to re-intellectualise teaching and to give all our teachers the opportunity to engage in research and development to improve their teaching practice.

We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning.

We also provide our staff with access to accredited qualifications and training.

Apprenticeships

Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

Early Career Framework

We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) will be delivering the new Early Career Framework. Our Early Career Teachers will benefit from our specialist skills in the new framework.



National Professional Qualifications (NPQ'S)

Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the National Professional Qualifications (NPQ) training programmes to schools. The qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

What our staff say...



“There’s a family atmosphere amongst staff”

“Shared resources allow flexibility, and we are constantly evolving to further improve”

“Excellent team spirit”

“There’s a staff buzz; they rally the troops and get on board to have some fun”

“Montsaye staff really care about the students”

Staff Wellbeing



“

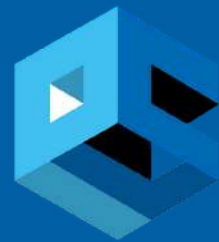
**‘Team Montsaye:
staff look out for
each other.’**

”

Montsaye Academy is heavily invested in staff wellbeing and is proud to offer access to the following;

- A dedicated wellbeing hub
- A weekly focus on wellbeing with regular wellbeing-focused activities
- Cake Wednesdays, where staff have the opportunity to bring in their bakes and catch up with colleagues
- A reduced membership rate for our on-site Sports Centre, which boasts a pool and modern gym where staff can swim for free
- Access to 24/7 telephone counselling service for staff and their immediate family via Zurich
- Access to a health and wellbeing cash plan via Westfield Health
- Access to trained staff Mental Health First Aiders, and part of the Pathfinder Schools Wellbeing Committee
- Access to an exceptional Occupational Health advice
- Support to create Wellness Action Plans
- An employer who is committed to empowering our colleagues to achieve and maintain life-work balance

Being part of Pathfinder Schools

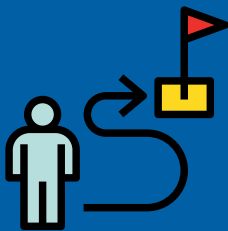


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by our unshakeable belief in the power of education to change lives. We believe that staff and pupils can flourish when they are happy and well-supported. We are inspired by the challenge of providing children with a rich tapestry of experiences that allow them to explore the world and their place in it.

We are passionate about our values of **Aspiration, Responsibility and Courage**, we believe that when people feel respected and included they can be more creative, innovative, and successful.

One Trust, transforming lives and communities, inspiring greatness

Our purpose



Our Trust is a growing family of schools, built on a commitment to the development of the children and young people in the communities we serve.

We exist to deliver the very best educational outcomes for every learner.

Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

Our vision



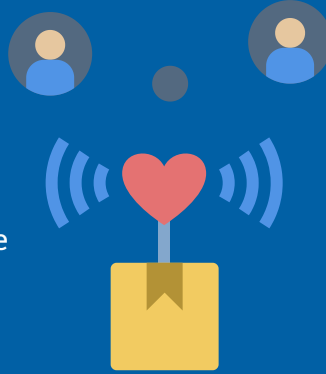
Together we want to develop inspirational schools which instil **Aspiration, Responsibility and Courage** in every learner, enabling them to find the greatness within them.





Our strategic objectives

- Every school a great school
- Every school an inspiring place to work and learn
- Every school a school of choice in the community
- Every school expertly supported by a strong central team



Our Values

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

Our Values

Aspiration

We aim high



Everyday we aim to be the best we can be. We are all striving to reach our own personal greatness. We recognise that we do not all start from the same place and we work to enable all to overcome barriers and achieve their full potential.

Responsibility

We play our part



We believe that we are all responsible for making Pathfinder Schools an inspiring place to work and learn. We hold ourselves accountable for our own actions, admit when we have failed against our own standards, feel comfortable asking for support and always strive to be our best selves.



Courage – We are brave

We are a Trust that faces challenges directly, we are honest about the decisions we make and the reasons for them. We support each other through difficult times in our learning and in our lives. We have the strength to persevere in the face of difficulty, uncertainty and challenge.

Cover Supervisor



Advert

Contract type

- Part-time, 31.25 hours per week, 39 weeks per year
- Permanent

Salary

- Grade G Points 8-12
- £24,702-£26,421 per annum pro-rata

Interviews

- TBC
- Closing date 26th November 2024

Start date:

- As soon as possible

To apply, please complete a Pathfinder Schools support staff application form, which can be downloaded from the vacancies page of the website:

www.pathfinderschools.org.uk/join-us/vacancies

Completed application forms should be accompanied by a letter of application and should be sent to:

recruitment@pfschools.org.uk

An exciting opportunity has arisen to join our Academy as a Cover Supervisor. As a Cover Supervisor, you will play a crucial role in ensuring the smooth running of the school day by supervising classes during the absence of teaching staff.

You will be responsible for delivering pre-prepared lesson plans, managing classroom behaviour, and supporting students in their learning. This role provides an excellent opportunity to gain valuable classroom management experience and develop your skills in a supportive and dynamic environment.

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

If you would like to arrange a tour of the school or to speak with a member of the team to learn more about our Academy and the role, please email the academy Business Manager Wayne Eldridge who will assist you further: weldridge@montsaye.org

The workplace will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Montsaye Safeguarding Policies and Procedures are available on their website, which can be accessed at the following web address :

<https://www.montsaye.northants.sch.uk/about-us/policies-and-funding/>

Pathfinder Schools and our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, medical, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes further information on pre-employment checks and our statement on the Recruitment of Ex-Offenders <https://pathfinderschools.org.uk/join-us/vacancies>

Online searches

As part of our rigorous Safer Recruitment process Pathfinder Schools has adopted the practice of online searches for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview. Therefore, if you are shortlisted for a role an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.



Cover Supervisor

Job Description

- Grade G Points 8-12

Purpose of the post:

- The Cover Supervisor has an important role in implementing the school's policy on cover. You will provide continuity for student learning by enabling them to carry out pre-planned tasks under your supervision.
- The Cover Supervisor will demonstrate flexibility; the ability to exercise positive reinforcement with a wide range of young people and to establish effective relationships that motivate and produce focussed learning. This is a responsible role, which will make an important contribution to the school's improvement programme and will primarily involve taking sole charge of a group of students on short term basis.

Reporting to: Cover/Office Manager

Key Responsibilities:

Supervision and Class Management

- Supervising and supporting students in mainstream classroom work across all areas of the curriculum.
- Confidently and consistently delivering the lesson to a high standard.
- Liaising with teaching staff regarding work set in class and pastoral staff where necessary.
- setting appropriate expectations and establishing productive, supportive working relationships with the students and staff.
- encouraging students to work cooperatively with yourself and others.
- Be aware of and make provision for students who are SEND, HAP, LAC or who have other particular individual needs.
- Providing clear structures for lessons maintaining pace, motivation and challenge.
- Encouraging good practice regarding punctuality, behaviour and standards of work.
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the academy's behaviour policy.
- Use effective questioning, listen carefully to students, give attention to errors and misconceptions.
- Recording pupil attendance by completing the class register within agreed timescales.
- Applying academy policies and feeding back to students in relation to recognizing and rewarding achievement and success.
- Collecting completed work at the end of the lesson and returning it to the relevant member of staff and/or faculty area.
- Alert appropriate staff to problems experienced by students, using the appropriate communication pathways e.g. CPOMS / Behaviour watch.
- Providing administrative support where necessary.

Other Professional Requirements

- Always operate within the stated policies and practices of the Academy.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relationships with students, parents and colleagues.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Cooperate with other staff to ensure a sharing, effective usage of resources to the benefit of the Academy, department, and students.

- Contribute to the corporate life of the academy through effective participation in meetings where necessary.
- Take responsibility for own professional development and duties in relation to academy policies and practices.
- Work as a team member and identify opportunities for working with colleagues.
- Work towards and support the academy's vision and the objectives.
- Ensure that the confidentiality of sensitive information and data is not compromised and GDPR advice and regulations are followed.
- And any other reasonable request from the Principal / SLT.

Safeguarding

- To uphold the academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

General:

All academy staff are expected to:

- Work towards and support the academy's vision, values, and objectives.
- Support and contribute to the academy's responsibility for safeguarding students.
- Uphold the academy behaviour policy.
- Work within the academy's Health and Safety policy to ensure a safe working environment for staff, students, and visitors.
- Work within the academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.
- Engage actively in the performance review process.
- Adhere to academy policies, procedures and core values as set out in the documentation available to all staff.
- Fully subscribe to the academy values of Respect, Honesty, Compassion, regarding themselves, the academy, and our students.
- Ensure that the confidentiality of sensitive information and data is not compromised.
- Keep up to date with developments relating to their role.
- Develop and maximise the use of ICT.
- Meet in accordance with calendared meetings and with line managers as required.
- Other responsibilities as reasonably requested and commensurate with the grading of the post.
- Any such duties that may from time to time be reasonably assigned by the principal.

This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent on carrying them out. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the needs of the Academy as identified by the Principal and Line Manager and have regard to the conditions of employment.

This job description is not necessarily a comprehensive definition of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken is not identified.

The job description is subject to modification or amendment at any time after discussion with the holder of the post during the professional review.

Person Specification

Cover Supervisor



The essential and desirable criteria outlined in the table below will be used as part of the shortlisting process. Candidates should meet all essential criteria to be considered for the post, desirable criteria will be referred to where further shortlisting activities are required beyond the consideration of essential criteria. This is usually the case in respect of a high volume of applications meeting all shortlisting criteria.

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum of Grade C (or equivalent) in English and Maths 	<ul style="list-style-type: none"> • Degree • QTS / HLTA
Experience Teaching and Learning	<ul style="list-style-type: none"> • Awareness of data protection, security, and confidentiality • To have knowledge and experience of working in a successful team 	<ul style="list-style-type: none"> • Experience of working with in a school or education setting (secondary) • Experience of Arbor, SIMs or similar systems • A minimum of 2 years' experience of working with groups of children • First aid qualified
Professional Development	<ul style="list-style-type: none"> • Evidence of a commitment to own professional development & CPD 	<ul style="list-style-type: none"> • Evidence of keeping up to date with educational thinking and knowledge
Knowledge, Understanding and skills	<ul style="list-style-type: none"> • The skills to manage a classroom, classroom activities and any other learning space and resources available and in use effectively and safely. • Have high expectations of young people including a commitment to ensuring that they can achieve their full potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them • Excellent presentation and communication skills both written and verbal • The ability to build positive and reliable professional relationships with teachers, parents and carers. • The ability to build positive professional relationships with students • Understand how children and young people develop and how the progress, rate of development and well-being of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences • Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the academy's behaviour policy 	<ul style="list-style-type: none"> • Know the assessment requirements and Knowledge and understanding of recent legislation, development and initiatives in secondary education • Knowledge of the curriculum at KS3, KS4 & KS5 • Assist with the learning of individuals, groups and whole classes effectively, modifying their approach appropriately to suit the stage of the lesson and the needs of the learners.

Person Specification

Cover Supervisor



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Criteria	Essential	Desirable
<p>Knowledge, Understanding and Skills</p>	<ul style="list-style-type: none"> • Ability to empathize with the needs of pupils and to be firm but fair and consistent • A team player with the ability to establish good working relationships with staff, pupils and parents • Have a commitment to collaboration and co-operative working where appropriate 	
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Prioritises work life balance • Fully subscribes to our academy value of respect, honesty, and compassion. • Flexible and adaptable in approach • Resilience in overcoming challenges and the tenacity to follow actions through • Calm under pressure • Sympathetic to needs of others • Accuracy and attention to detail • Ability to manage workload effectively • Willingness to share expertise and knowledge with others • A sense of humour, warmth, energy, stamina and resilience • The professional respect of colleagues 	

Contact us



1 Visit us
Montsaye Academy
Greening Road
Rothwell
Kettering
Northamptonshire
NN14 6BB

2 Call us 01536 418844

3 Email us
recruitment@pfschools.org.uk
Academy Business Manager, Wayne Eldridge
weldridge@montsaye.org

4 Follow us @Montsaye



5 Visit our website
www.montsaye.northants.sch.uk

