



Wyvern
Academy

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Cover Supervisor



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Cover Supervisor at Consilium Academies.

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

Partnerships
Opportunity
Integrity
Excellence
Equity
Being people-centred

We recognise the unique value of each individual, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

Our focus on being people-centred extends to providing exceptional professional development for all members of our Trust, including teaching and support staff. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for life long learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed. We also value our stakeholders as partners in our collaborative efforts with the communities we serve.

Consilium Academies is currently undergoing significant development with numerous opportunities for all staff. Joining us now presents an exciting prospect for professional and personal growth.



Mr Michael McCarthy

Chief Executive of Consilium Academies

Welcome Headteacher



**Wyvern
Academy**
Enriching Lives, Inspiring Ambitions

from the

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.

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

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'.

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 focused 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.

Students are polite, friendly, and relentlessly enthusiastic – they value the help and support that our teaching and teaching support team provide. We expect them to always show the attributes of the Professional Learner and uphold the high standards that this provides.

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. Our most recent staff and parent surveys highlight this: 94% would recommend the school to another parent; 89% agree that the school has high expectations for their child; 96% say their child feels safe at this school; 100% of staff feel that this is an improving school; 93% of staff felt that senior leaders and line management help and support them in their work.

"Wyvern is a place in which pupils are being prepared to succeed in life."

Ofsted June 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 what we are about on our website here.

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

Mr Peter Seed

Headteacher

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 Supervisor

Start date: 2nd September 2024

Hours: 36 hours Term Time Only (+5 days)

Contract: Permanent

Actual Salary: Grade 6 (SCP 13 – 17) (Actual salary £24,082.34 - £25,782.35)

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 who are committed to providing the best possible education for our pupils. At Wyvern Academy we aim to offer students an exciting curriculum and a huge range of extra-curricular opportunities within a safe, secure and encouraging environment.

We are looking to appoint a Cover Supervisor to join our dedicated learning support team. You will provide cover and supervision for classes of pupils during the absence of the classroom teacher, ensuring that the work set is completed. You will also work with the teacher to establish an appropriate learning environment.

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.

Please see the person specification and job description below for further details.

The successful candidate should be supportive of the ethos and values of the school and have the ability to encourage and motivate our students.

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

Please see below for further information regarding the role including person specification and job description.

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 9am Tuesday 4th June.

Interviews will take place Friday 7th June.

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.

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 Supervisor
Reports to:	Cover Manager
Grade:	Grade 6 (NJC scale point 13 – 17)

Main purpose of the Role

To provide cover and supervision for classes of pupils during the absence of the classroom teacher.

Main Duties and Responsibilities

Support for pupils:

- Supervise pupils in the classroom during the absence of the class teacher, ensuring that the work set is completed during the lesson.
- Register and record pupil attendance in lessons.
- Answer pupil queries in regard to process and procedures relating to the lesson and work set.
- Collect work completed following the lesson and provide written feedback for the appropriate teacher.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Record any positive/negative behaviour on the pupil record on SIMS.Net
- 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.
- Cover seclusion as and when required.

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.
- Provide general clerical/admin support e.g. administer coursework; produce worksheets for agreed activities etc.
- Ensure classroom displays are maintained.
- Assist with stock control/production of resources.

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, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.

- 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.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.
- Assist with supervision for inoculations/school photographs/school events as and when required.
- Ensure corridor displays are maintained

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

Qualifications and CPD	Essential	Desirable
Numeracy and literacy skills to GCSE or equivalent	X	
First Aid Qualification		X
Experience, Knowledge and Skills	Essential	Desirable
Experience of database management		X
Experience of working in an educational environment		X
Experience of working with families, parents/carers		X
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	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	
Personal Attributes	Essential	Desirable
Able to work 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	
Willingness to undertake home visits	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	
English Fluency	Essential	Desirable
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English or Welsh by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.		X