



**Holderness Academy**  
& Sixth Form College



**THE CONSORTIUM**  
ACADEMY TRUST

# Application Pack Cover Supervisor





## Information for Candidates

**THIS POST IS SUBJECT TO AN ENHANCED DBS CLEARANCE & APPROPRIATE PRE-EMPLOYMENT CHECKS**

**Post:** Cover Supervisor

**Post Reference:** TCAT000959

Thank you for your interest in the above position. I hope you find the following information useful, we look forward to receiving your application.

In this application pack you will find information about our Academy, a letter from the Headteacher, job description and person specification. Please note the **closing date for completed applications is 9am, Wednesday 1 December 2021**

Please apply via our [website](#) . Applications should be submitted by email to [vacancies@holderness.academy](mailto:vacancies@holderness.academy)

*(CVs will not be accepted)*

Applicants who are not contacted within two weeks of the closing date should assume they have not been shortlisted for interview

# Letter from The Headteacher



Holderness Academy  
& Sixth Form College

November 2021

Dear Applicant

I am delighted to enclose an application pack and details of our Cover Supervisor post at Holderness Academy & Sixth Form College, part of The Consortium Academy Trust. The post is part time (32.5 hours per week - 08:10-15:10 - Monday to Friday), term time only and permanent, commencing as soon as possible.

On joining the Trust, the successful candidate will work with our committed and dedicated team within both the Student Support and Teaching structures. As part of the team, the appointed person will be expected to work with key staff to provide exciting and inspiring learning experiences for our young people. This role is a superb opportunity for anyone wishing to gain experience in a school environment, possibly as part of their career development. In addition, the successful candidate should be keen to engage in the wider life of our community school.

The Academy has high expectations of all its staff. However, we are proud of our strategies to nurture and support staff and of the systems we have in place which recognise staff contributions that impact positively on the lives of young people and foster a culture of well-being and pride.

This is an exciting time to be joining the staff team here at Holderness Academy, as we continue to build year on year to a position of sustainable success, for our learners and staff, both now and in the future. The successful candidate will become part of a much wider team of staff across the Trust, with opportunities for collaboration, sharing good practice and skill development provided.

We very much look forward to reading your application.

Kindest regards

A handwritten signature in grey ink, appearing to read 'S. Wilson', written in a cursive style.

Mr Scott Wilson  
Headteacher



# Our Academy

Holderness Academy and Sixth Form College is a large comprehensive school with 1145 students on roll, including 142 in the Sixth Form. The Academy is situated in East Riding of Yorkshire and located in the small village of Preston – a village which dates back before the Domesday Book. It sits six miles to the East of Hull and one mile from the town of Hedon.

The Academy attracts students from all its surrounding East Yorkshire towns and villages, and staff from even further afield. We are incredibly proud to have a positive and engaged student body and a dedicated and talented team of staff and governors.

Holderness Academy and Sixth Form College is a disciplined and well-organised environment. We have high standards of Academy dress and have clear expectations on punctuality, attendance and behaviour, having recently implemented a Student Positive Discipline Policy. Our students have responded well to the new policy and this is reflected in all aspects of school life with noticeable improvements to student behaviour and attitude throughout the Academy.

We have a strong student and staff voice approach which has impacted significantly on the recent developments in our Academy environment and in approaches to Teaching and Learning and fostering well-being and mental resilience across all teams within our school.

The recent set of student outcomes in 2019 demonstrate that our changes are seeing an impact and improving outcomes for learners, our Progress 8 measure (demonstrating the academic value we have added to student in their time with us from Year 7 to Year 11) improved.

Our supportive approach to developing the whole young person is delivered through our Pastoral Support System which responds to the wider support needs that children living in the modern world may develop. Their tutor is the first point of call but a dedicated Pastoral Manager per year group and a focus Progress Leader are key to our students commenting 'they feel safe in school'. It is the responsibility of all members of staff to keep students safe and this is an essential part of the Academy core business.

The Sixth Form College is focussed on providing high quality teaching and care to secure the best achievement and outcomes for all. Within the Sixth Form there is a dedicated suite of teaching rooms and facilities, which provide a bespoke Sixth Form College feel. Sixth Form students play a full roll in the life of the Academy, but equally enjoy the advantages of this dedicated provision.

Despite recent challenges related to the OFSTED Inspection of June 2017, the Academy retains a strong community ethos, we very much consider ourselves to be a community comprehensive.

As a school we firmly believe opportunities and experiences play a huge role in enabling young people to develop their skills and attributes beyond the classroom. The Academy prides itself on the wide range of extra-curricular opportunities offered to its students. Annually, students take part in a variety of teams, clubs and events. Staff give a great amount of time to supporting students

to develop wider cultural experiences through trips and visits and in relation to their academic progress.

## **Multi Academy Trust**

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On 1 October 2018, Holderness Academy and Sixth Form College (formerly South Holderness Technology College) joined a multi academy trust, 'The Consortium Academy Trust' (TCAT). TCAT currently comprises of six secondary schools and three primary schools, as well as two associate members, with a total of approximately 7500 learners and a significant staff team.

The Trust was developed to provide a platform to deliver high quality educational experiences for the children and young people within the communities it serves, to enhance and improve their life chances and enable them to make substantial and sustained contributions to society. We will achieve this by building a strong, regional offer that supports the educational aspirations of current and future generations while providing excellent career opportunities for staff.



**Aspirational**



**Resilient**



**Respectful**



**Kind**

“To inspire and empower young people to make a positive difference today; ready for tomorrow.”

## Our Vision & Values

“To inspire and empower young people to make a positive difference today; ready for tomorrow.”

### What It Means to be a Holderness Learner

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We aim to deliver a broad aspirational curriculum alongside enriching extra-curricular provision. We are eager to provide students with tangible, genuine and invaluable experiences by working with our local community. We endeavour to consistently herald the qualities that we recognise as being essential for the future success of the Holderness Learner; Aspiration, Resilience, Respect and Kindness.

### Holderness Learner Values

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The Holderness Learner has four strands linked to our core values:

#### Holderness Explorer – Aspirational

***We aim high, complete all work to the best of our ability and support others to achieve the same.***

In a changing world, we have to prepare our young learners to achieve great things and compete locally, regionally, nationally or internationally for the future. Our curriculum is designed to give the best exposure to learning opportunities both in and outside of school. As a school, your child will be challenged on an ‘I can’t do it’ attitude to encourage a change in mind-set where they learn to think ‘I cannot do it YET!’ This mind-set will equip students for the challenges they will face in the future. In becoming a Holderness Explorer, students also learn to be ambitious, tolerant and adventurous.

### **Holderness Scholar – Resilient**

***We arrive on time to all lessons with the correct uniform, equipment and ready for learning.  
We never give up and we love a challenge.***

At the Academy, we work hard to unlock potential and develop talent at all levels of ability to ensure that everyone does their best, and that no child is left behind. Developing a 'can do' attitude will ensure students do not give up at the first hurdle and thrive in the face of adversity. In becoming a Holderness Scholar, students also learn to be independent, reflective and hardworking.

### **Holderness Leader – Respectful**

***We respect ourselves, all members of our school and wider community, following instructions without question or answering back.***

We have high expectations of students' behaviour. We expect that our students look for the good in others and to be honest and trustworthy. This is essential to allow learning and progress. In becoming a Holderness Leader, students also learn to be caring, proud and honest.

### **Holderness Collaborator – Kind**

***We value good manners. We are friendly, generous and considerate.***

We want to make sure every young person is a happy, confident individual who feels valued so they can make a positive contribution during their time at Holderness Academy & Sixth Form College. Students will face their most significant physical, mental and social changes of their lives during their time with us. Our pastoral programme is designed to support with these changes. In becoming a Holderness Collaborator, students will also learn to be articulate, confident and enthusiastic.



## Job Description

<b>Post Reference:</b>	TCAT000959
<b>Post Title:</b>	Cover Supervisor
<b>Work Pattern:</b>	32.5hrs per week (Monday to Friday), term time only + 5 days
<b>Pay Scale:</b>	NJC Point 6
<b>Responsible to:</b>	Lead Practitioner – Teaching & Learning; Early Careers)

### Main Purpose of the Job

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To provide lesson and registration cover to facilitate students' learning during the absence of teachers.

In the event of no cover being required, to support individual teachers or provide administrative support within the Academy

To work under the guidance of the Line Manager, adhering to the Academy's and the Trust's policies and procedures at all time.

### Specific Responsibilities

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- To supervise teaching groups for the duration of the lesson and direct students in relation to the work left by the subject teacher during periods of teacher absence
- To maintain high standards of classroom management and behaviour conducive to effective learning
- To ensure that students are provided with the necessary resources to facilitate their learning
- To register and record student attendance in lessons
- To work to agreed Academy and Trust policies and procedures
- To answer students' queries in relation to the instructions left by the subject teacher
- To liaise with the Head of Faculty/Curriculum Leader in relation to the work set by subject teachers as appropriate
- To ensure the learning environment is left tidy and ready for the next lesson after dismissing the class
- To report to the appropriate senior member of staff or line manager at a given point in the day
- To deal with, record and report incidents of inappropriate behaviour, in accordance with the Academy's behaviour policy and procedures



- To cover for form tutors, including recording attendance, checking equipment/uniform etc.
- To assist in establishing good order within the college, including undertaking supervisory duties at break time and lunchtime as necessary
- To participate in, support and supervise out-of-hours study support activities and educational visits
- To attend staff meetings, teacher training days and training courses as appropriate
- To provide some administrative duties as requested
- To invigilate examinations as required
- To become involved in the wider aspects of Academy life
- To develop own resources and materials that can be a backup for covering lessons and sharing with other Learning/Cover Supervisors
- To identify curriculum areas where expertise might be best utilised and/or developed
- To carry out First Aid duties as appropriate
- Attend Team Meetings, as required, to ensure that communication is transparent and effective

## **Student Welfare**

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- Ensuring student welfare is secure and students feel safe in school
- Fulfil obligations for safeguarding of young people and child protection requirements

## **Student Management**

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- Follow the Academy policies and undertake responsibilities around the Academy site to facilitate the smooth running of break/lunchtime/before and after school
- Work with key staff to ensure effective learning activities
- Provide guidance and advice to students on educational and social matters and ensure accurate record keeping is maintained

## **Other**

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Holderness Academy & Sixth Form College has high expectations of all its employees to ensure that they provide a professional service to our young people and the community.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager. This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

## **As A Member of Staff of the Trust**

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- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Demonstrate a commitment to Positive Discipline
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of students
- Aspire to develop your professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of The Consortium Academy Trust schools
- Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above, the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This Job Description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required.

# Personal Specification – Cover Supervisor

Category	Essential	Desirable	Evidence
<b>Qualifications, Training and Experience</b>	<ul style="list-style-type: none"> <li>• GCSE Maths and English at Grade C or equivalent</li> <li>• Good standards of basic education, equivalent to NVQ2</li> <li>• Experience of working with young people</li> <li>• ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people in a learning environment</li> <li>• A qualification in a learning-related context</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form &amp; Interview</li> </ul>
<b>Skills, Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>• Ability to engage and motivate young people, providing a supportive learning environment where students can thrive</li> <li>• Ability to deliver effective supervision of young people and ensure high standards of classroom management and behaviour.</li> <li>• Ability to work using own initiative in responding to challenging situations should they arise</li> <li>• Ability to establish good professional relationships with colleagues at all levels</li> <li>• Understanding of safeguarding processes</li> <li>• Commitment to own learning and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of an effective classroom environment</li> <li>• Understanding of the variety of ways that children can learn</li> <li>• First Aid training or willingness to undertake training</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form, Interview and references</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Energy and enthusiasm</li> <li>• Self-motivation</li> <li>• Good organisational skills</li> <li>• Good attendance and punctuality records</li> <li>• Ability to establish a good rapport with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility and adaptability</li> <li>• Willingness to become involved in other aspects of Academy life</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form, Interview and references</li> </ul>

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## Further Contact Information

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