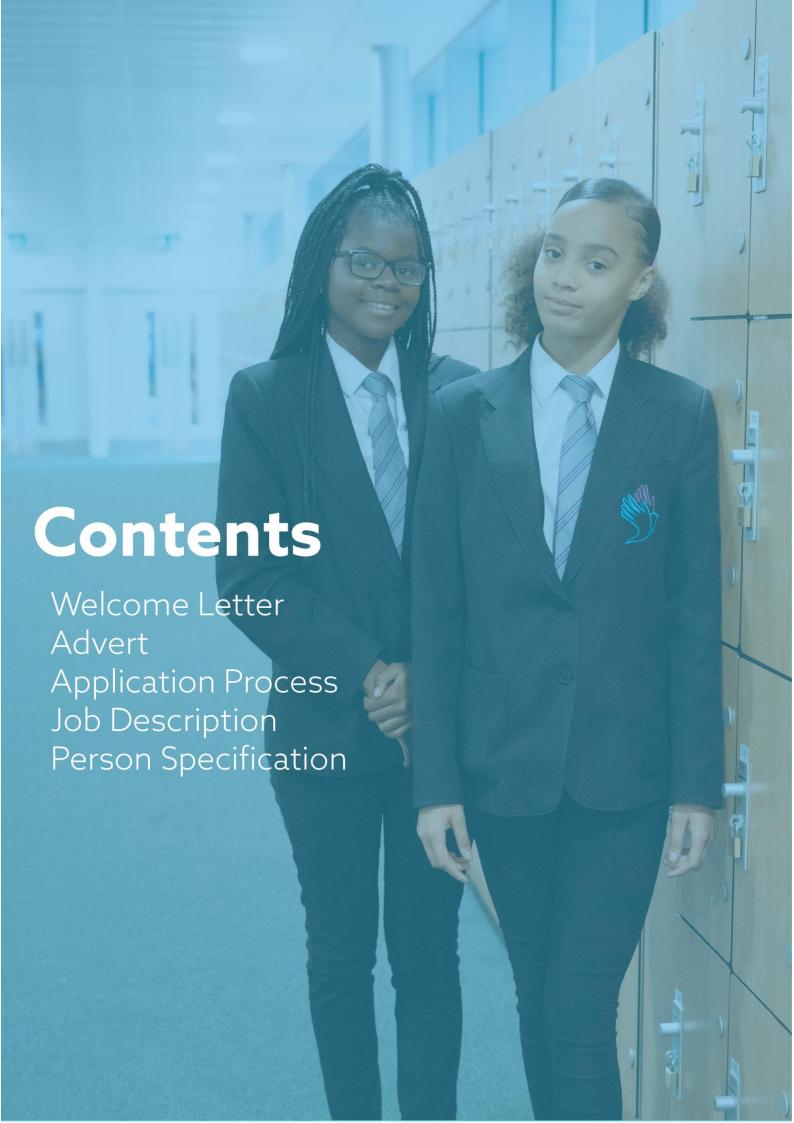
Bishop Young C of E Academy

## Recruitment Application Pack

Cover Supervisor/Learning Manager

Ref: OCT20234743





## Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Bishop Young Church of England Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

## To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are confident that genuine collaboration fundamentally drives the way in which we make a difference to the lives of all our learners. Through school to school collaboration we can live out our vision and ensure that our students can live 'life in all its fullness' (John 10:10).

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.





Helen Prattern & Catherine Garrett
Co-Chief Executive Officers

# Welcome

Dear Colleague,

Thank you for your interest in the role of Cover Supervisor/Learning Manager at Bishop Young C of E Academy. We are seeking a dynamic, passionate, caring and ambitious person to join our wonderful Bishop Young family.

This pack contains information about the role, from which we hope you will gain an understanding of the requirements, duties and responsibilities, inspiring you to apply.

We are a values driven school, a place of nurture where we know our pupils. Pupils feel safe and enjoy school. In our recent Ofsted visit report, the inspectors refer to the 'calm and orderly environment' which exists at Bishop Young and states that 'within lessons, and across all areas of school, pupils behave well.' It was particularly pleasing to see that the report recognises the fantastic work that our Student Senior Leadership Team does. 'The school's student leadership team are involved in many aspects of school. They are highly regarded and are seen as role models to younger pupils.'

Our Special Educational Needs provision was also highly praised in the report. We were exceptionally pleased to see that Ofsted have recognised the great work that has already started in our new resource provision Dovecote. The report states 'Pupils with SEND are well supported at Bishop Young. Leaders, including the Special Educational Needs Coordinator (SENCo), have created a culture of inclusivity. Support staff make effective contributions in and out of lessons. The systems in place to nurture and support all pupils, but especially those with SEND, are of a high quality. The school's commitment to pupils with SEND has been strengthened by the creation of a new integrated resource for pupils with autism spectrum disorder.'

We continue to do the very best for each student in our care. We strive to help all children to recognise their talents, build on their strengths, recognise where they may find something tricky and help them have the skills to move forward from this. We strive to create caring, thoughtful and articulate pupils who are proud of themselves and the communities they live in.

The Academy values and invests in the continuing professional development of all staff. Our staff wellbeing programme has been recognised nationally and has featured on BBC Look North. As a key part of the Abbey Multi Academy Trust staff also have opportunities to collaborate with colleagues in our partner Academies.

We very much look forward to receiving your application.

Rachael Cole Head of School Pupils are proud to attend this school. They are eager to learn. They speak to each other and to members of staff openly and with respect. They are supported in and out of lessons, and always have adults to speak to when they need help or advice.

OFSTED 2021



Position: Cover Supervisor / Learning Manager

Nature of contract: Permanent

FTE salary: C1 SCP 12-17 £26,421 - £28,770

Actual salary: £22,674 - £24,690, based on 37 hours per week

Working hours: Term Time only plus 5 days (39 weeks)

Bishop Young C of E Academy is a thriving and highly successful 11-16 Church of England convertor Academy which serves the community of East Leeds. We are part of Abbey Multi Academy Trust and share in the Trust mission to work In Partnership to 'Educate, Nurture and Empower'.

We are looking for dedicated and enthusiastic individuals who can:

- Supervise classes and groups of students to carry out work set by the Teacher.
- Manage the behaviour of students to ensure a constructive environment whilst undertaking work.
- Undertake work in the classroom or outside the main teaching area on a 1:1 or small group basis.
- Deal calmly with different situations as they arise.

#### You will be:

- A highly motivated and hard-working individual
- A team-player who can develop positive relationships with children, families and colleagues
- Someone who will support the Trust's Christian ethos as well as our shared mission and values

#### What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos
- Enthusiastic, well-motivated colleagues
- A 24/7, confidential Employee Assistance Programme providing support and counselling for home-life and work-related issues, financial and legal support, specialist information and support for managers
- Free Secure onsite parking
- Membership of a pension scheme

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All academies share in the Trust's mission to work:

#### In Partnership to Educate, Nurture and Empower

For more information about us or our academies visit www.abbeymat.co.uk.

Find out about more about Bishop Young Academy by visiting <a href="https://www.bishopyoungacademy.co.uk">www.bishopyoungacademy.co.uk</a>. The academy Safeguarding and Child Protection Policy is available <a href="https://example.co.uk">here</a>.

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed, and encouraged and can be arranged by contacting Olga Bracewell via email at obracewell@bishopyoungacademy.co.uk. If you have questions about the recruitment process, please email <a href="mailto:recruitment@abbeytrust.org">recruitment@abbeytrust.org</a>.

Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.

We promote diversity and want a workforce which reflects our communities.

## How to apply

Please apply via the advert on the Trust vacancies page. All applications are submitted electronically. CVs are not accepted.

Closing date: 9am, Monday 4<sup>th</sup> December 2023

Interview date: To be held soon after closing date

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

We will contact shortlisted candidates soon after the closing date with details of the interview and selection process.

Please note, where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.

In order to access our application form, you will be asked to first confirm that you have a right to work in the United Kingdom.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Any relevant information declared will be discussed and considered at interview before the DBS certificate is received.

Shortlisted candidates will also be the subject of online checks in accordance with Keeping Children Safe in Education.

All offers of employment will be conditional on a series of pre-employment checks in accordance with Keeping Children Safe in Education Guidance. Please ensure you can support the checks with correct documentation and evidence, prior to submitting your application.

You are advised to read the <u>Recruitment Guidance for Applicants</u> in full, prior to completing your application. This contains full details of the recruitment process as well as the pre-employment checks that will be undertaken.

Job Title: Cover Supervisor/Learning Manager

**Salary Scale:** C1 NJC 12-17 £26,421 - £28,770 FTE

**Actual salary:** £22,674 - £24,690

**Working Hours:** Full time, 37 hours per week,

Term Time only plus 5 days (39 weeks)

**Reporting to:** Senior Leadership Team

### Overall purpose of the post:

To provide high quality support to assist the academy in implementing excellent standards of teaching and learning, by ensuring that there is a safe, orderly, and structured learning environment for all students in the absence of teaching colleagues and that designated work is completed.

### Key responsibilities:

- To supervise a class or group of students who will be carrying out work set by a teacher; managing the behaviour of those students; dealing with issues that arise; and reporting back.
- To contribute to the overall ethos, work and aims of the Academy.

#### **Key Tasks:**

- To be responsible for the active supervision of classes throughout Years 7 to 11, including form time
- To ensure, through active delivery, that students complete any work or tasks set for them by subject staff; engaging with the students, providing explanation and guidance to support their learning.
- To ensure that students have the necessary resources to complete their work.
- To maintain good discipline within the classroom and around the Academy,
   following the Academy's Behaviour Policy
- To ensure the health and safety of themselves and the students in their care
- To register each class using SIMS
- To liaise with teaching staff regarding work set
- To provide feedback from classes where appropriate/required regarding student progress.
- To prepare and develop resources / offer administrative support as required by colleagues/departments when the cover requirements allow.
- To attend team and staff meetings as requested
- To undertake any training that may be deemed necessary.
- To undertake duties as required

• To undertake as requested by senior staff any other tasks commensurate with the general nature of the post.

#### Abbey MAT responsibilities:

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding. health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this role profile, but which is in line with the general scope, grade and responsibilities of the role.

Qualifications		Essential			Desirable			
1	Good general level of education to GCSE, or equivalent with at least 5 GCSE Grades A* - C or equivalent (including English and Maths)	А	R					
2	Relevant Level 3 qualifications	А	R					
3	A relevant degree or equivalent professional qualification	А	R					
Professional knowledge, skills and experience		Essential			Desirable			
1	Able to safely manage classroom activities, the physical learning space and classroom resources	А	R	I				
2	Understanding of a range of strategies to deal with classroom behaviour as a whole, group behaviour and with individual behaviour	А	R	I				
3	Able to relate to and work with young people, across the ranges of age and ability	А	R	I				
4	Able to ensure that classes follow planned programmes of study under supervision	А	R	I				
5	Knowledge of the education system, including understanding of how students can be helped to make progress in the classroom	А	R	I				
6	Previous successful experience of working with children and young people	А	R	I				
7	Experience of working in a secondary setting				Α	R	I	
8	Experience of cross curricular initiatives/projects or whole school developments	А	R					
Professional attributes, qualities and values		Essential			Desirable			
1	Excellent communication skills to deal with staff, students and parents, in person, in writing and on the telephone	А	R	ı				
2	Able to deal calmly with different situations as they arise	А	R	I				
3	Self-motivated with the ability to work under pressure and be proactive	А	R	I				
4	Excellent organisational skills	А	R	- 1				
5	A team player with enthusiasm and commitment			I				

6	A commitment to our mission and values, demonstrated by current practice	А	R	I			
7	Support for the Christian ethos of the Multi Academy Trust	А	R	I			
Safeguarding and promoting the welfare of students		Essential			Desirable		
1	An appropriate motivation to work with children and young people	А	R	1			
2	Ability to maintain appropriate relationships and personal boundaries with children and young people	А	R	I			
3	Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	Α	R	I			

The criteria will be evidenced as indicated

Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.

<sup>&#</sup>x27;A' refers to the candidate's application form and letter,

<sup>&#</sup>x27;I' to interview, and

<sup>&#</sup>x27;R' to reference



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## Abbey Multi Academy Trust

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