



## **Job Application Pack Cover Supervisor**

**Permanent, Full time, Term Time Only**

**Salary: Grade 7, Points 12 to 19, £26,421 to £29,777 (FTE)**

**Actual Salary £22,725 to £25,612 per annum**

**Hours: 8.30am – 4.30pm**

**A recruitment allowance of £500 (lump sum) will be paid upon commencement of employment, with a further retention allowance of another £500 (lump sum) paid 12 months later (month 13 of employment).**

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale Academy**  
—  
Believe, Belong, Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance**  
Nottingham

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentinck Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck  
Primary Academy

## Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook  
Academy

## Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



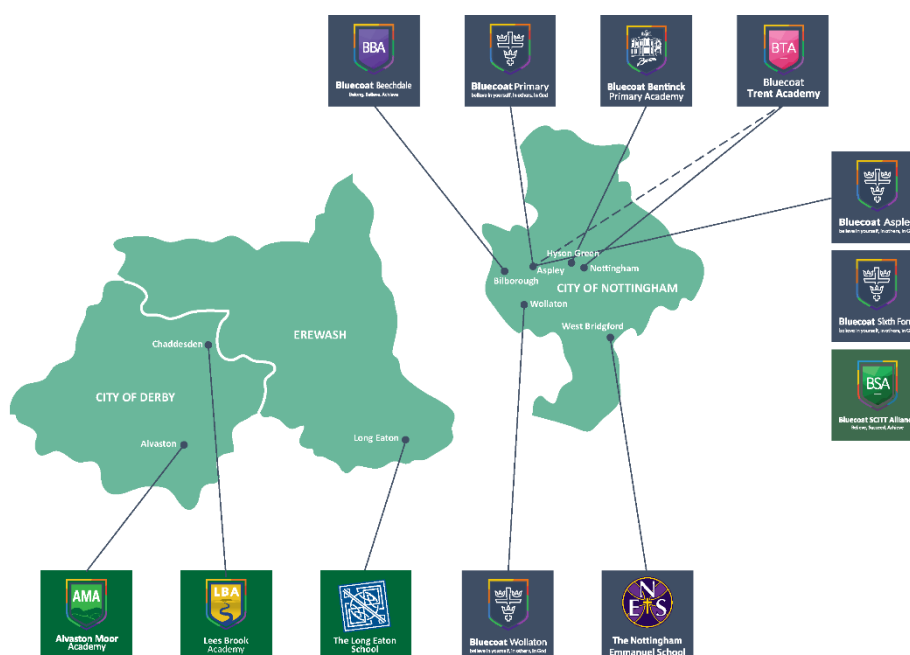
Alvaston Moor  
Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## Welcome from the Principal

It is with great pride that I introduce you to Lees Brook Academy.

We believe that every young person should have the chance to be successful, regardless of their ability or background and have access to a high quality broad and balanced curriculum. Our aim is that all students should leave the school as highly qualified, confident and well-rounded young people who will go on to be successful in the world of work. We ensure we equip students with the skills, knowledge and confidence for the future, and our dedicated body of staff here work tirelessly to support this success for all.



We are passionate about our students and are deeply committed to ensuring that they have a rich and successful experience at Lees Brook Academy. We set high standards and have high expectations in every aspect of school life. We are so proud of the many opportunities we provide for our students. There are a wide range of extra-curricular activities that students are encouraged to take part in, including trips, visits and activities, all organised to develop the whole person.

We really hope you choose to come on this journey with us and look forward to welcoming you to Lees Brook Community School. Do not hesitate to contact us for further information if you would like to visit us and learn more.

A handwritten signature in black ink that reads "Clare Watson". The signature is written in a cursive style.

**Clare Watson**  
**Principal**



## The Vacancy

The Trust is seeking to appoint an outstanding and experienced Cover Supervisor to join a high achieving, successful and forward-looking team of staff.

As a valued member of the Cover Supervisor Team the post holder will work under the direction of the Assistant Principal to provide cover for absent teaching staff at Lees Brook Community School. The role includes overseeing students in the completion of pre-set work and managing student's classroom behaviour.

The post will suit an individual who enjoys working as part of a team and who enjoys working with young people from a variety of backgrounds. Cover Supervisors must demonstrate that they are adaptable to different situations and are able to thrive in a busy, demanding working environment. It is important that Cover Supervisors possess well developed organisational and interpersonal skills to get the very best out of the students at the Trust when working in the classroom.

The position of Cover Supervisor would also suit those candidates who can foresee themselves dealing with students with confidence and a desire to role model positive behaviour for them. The successful candidate will need to evidence their experience of liaising with a variety of people from young people to other professionals, working as part of a team and problem solving in challenging circumstances.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at Lees Brook Community School but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.



## Applications

For more information about Lees Brook Community School and the vacancy, please visit <http://leesbrook.co.uk/index.php> To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date:** 9am, Friday 17<sup>th</sup> May 2024

**Interview Date:** Week commencing 20th May 2024

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



***Working Together, Transforming Lives***

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

# Description

**POST TITLE:** Cover Supervisor

**GRADE:** Grade 7, Points 12-19

**RESPONSIBLE TO:** Assistant Principal

## JOB PURPOSE

This post holder will work under the supervision of the Assistant Principal to:

- Supervise students working on a pre-set learning activity in the absence of a teacher.
- Provide specialist support in designated curriculum areas, including preparation and maintenance of resources and support to teaching staff and students.

## GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy;
  - Code of Conduct;
  - Extremism & Radicalisation Policy;
  - Health, Safety and Security Policy & Guidance;
  - Keeping Children Safe in Education (Part 1) Guidance;
  - Safeguarding Policy and Training Slides;
  - Whistleblowing Policy;
  - IT Pack including Acceptable Use Statement;
  - Health, Wellbeing and Benefits Policy;
  - Finance Policy.
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans.
5. To develop and implement own professional development and skills.
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness.
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team.
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## SPECIFIC RESPONSIBILITIES

- Supervise the students working on a pre-set learning activity in the absence of a teacher.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Liaise with the designated class teacher to understand what the pre-prepared exercise for the class will be and what resources may be given to students to facilitate learning.
- Record and report attendance at lessons in accordance with Academy procedures.
- Explain and respond to students about what is required and what pre-prepared task/exercise they will be expected to undertake.
- Answer any general questions the students have in relation to the work set and model expectations to students.
- Manage behaviour of students to ensure that a constructive learning environment is maintained by using a range of strategies to deal with classroom behaviour as a whole, and also individual behavioural needs. This will include meeting and communicating with parents as required.



- Report back to the designated class teacher as appropriate.
- Work with teaching staff to establish an appropriate learning environment which is purposeful, orderly and productive.
- Assist teaching staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials as required by teaching staff.
- Be responsible for keeping and updating records as agreed with teaching staff.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/administrative support.
- Provide first aid assistance to staff, students and visitors as and when necessary.
- Provide flexibility to the working day to attend after school meetings, subject team meetings or year group meetings.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expects staff to wear professional business dress, mirroring our high expectations of our student dress code.

| PERSON SPECIFICATION – COVER SUPERVISOR   |           |           |
|---|-----------|-----------|
|   | ESSENTIAL | DESIRABLE |
| <b>EDUCATION &amp; TRAINING</b>   |           |           |
| Relevant educational or vocational qualifications equivalent to Level 2/3 or above e.g. GCSE/O Level, NVQ Level 3 or above or vocational qualification related to the post.   | *         |           |
| Take responsibility for own professional development and be willing to partake in further in-service or external training and development.  | *         |           |
| Willingness to share knowledge and best practice with colleagues  | *         |           |
| Possess or be willing to train for the First Aid at Work or Emergency First Aid at Work certificate as approved by HSE.   | *         |           |
| <b>EXPERIENCE</b>   |           |           |
| Previous experience of working with students  | *         |           |
| Previous experience of working within an educational setting  | *         |           |
| A working knowledge of MS Office packages   | *         |           |
| Willingness to identify and develop own IT Skills.  | *         |           |
| <b>PROFESSIONAL SKILLS</b>  |           |           |
| Ability to work independently and unsupervised using own initiative.  | *         |           |
| Ability to solve unexpected problems but also identify when it is appropriate to seek assistance.   | *         |           |
| Understanding and willingness to work within relevant Trust policies  | *         |           |
| Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently.   | *         |           |
| Ability to act as role model and set high expectations for behaviour, encouraging students to take responsibility for their behaviour and an ability to encourage students to interact and work co-operatively with others. | *         |           |
| Excellent organisational skills with a willingness to respond positively to changing circumstances and manage conflicting circumstances.  | *         |           |
| Excellent communication skills  | *         |           |