

NEWCASTLE
ACADEMY

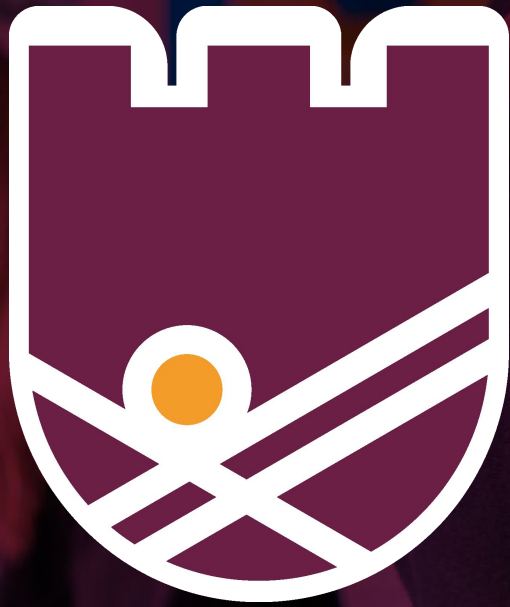
Part of



Realising Potential

Cover Supervisor

Candidate Information Pack



NEWCASTLE
ACADEMY

Welcome from the Headteacher

Dear Applicant,

I am Helena Brothwell, Director of Education at Windsor Academy Trust, and I am delighted that you are considering joining the team at **Newcastle Academy**.

As one of Staffordshire's fastest improving secondary schools, Newcastle Academy is filled with energy, optimism, and a spirit of renewal. We recently celebrated the **best exam results in our school's 57-year history**, but our ambition for our students means that we believe the best is yet to come.

As a proud member of the Windsor Academy Trust family, we benefit from the collective strength of fifteen schools working together. While we have our own unique identity as a **small school with a big heart**, we are united by a single moral purpose: to unlock the academic and personal potential of every child in our care.

Whether you are joining our teaching team or our professional services staff, you play a vital role in providing the **'ticket to the future'** our children deserve. We live our values each day through a culture of **unconditional care**, ensuring our school is a place where we:

- **Raise Aspirations:** Helping students become more than they ever thought they could be.
- **Achieve Excellence:** Delivering a knowledge-rich curriculum supported by our 1-to-1 iPad programme.
- **Foster Belonging:** Maintaining a family atmosphere where every child is seen and appreciated.
- **Build Community:** Working as a 'village' alongside parents and local partners.

We see barriers as stepping stones to greatness and believe no child should be left behind. To achieve this, we invest heavily in our people, ensuring you are supported by a culture of professional growth and evidence-informed practice.

If you are a motivated professional who shares our values of **respect, responsibility, and kindness**, I look forward to receiving your application and working together to unlock the potential of our students.

Best regards,

Helena Brothwell
Director of Education

Our School



Newcastle Academy - "Realising Potential"

Newcastle Academy is an 11 to 16 secondary school in Newcastle under Lyme. Our vision is to provide a rounded education for all of our students, make our school a part of the community we serve and provide outstanding teaching and pastoral support through well-qualified and motivated staff. We believe that providing students with a wide range of opportunities enriches the lives of our young people and helps us to drive up standards. Opportunities at Newcastle Academy have never been greater. Together we can ensure each student leaves us as an educated, articulate, young adult prepared to embrace the world.

Our 2024/25 highlights

- **Work Experience:** Successfully introduced a work experience programme for all Year 10 pupils.
- **Enriching Trips:** Students benefited from an increased number of trips this year, including three international trips to Peru, Poland, and for a ski visit.
- **Enrichment Week:** The school held a successful Enrichment Week that included five trips.
- **Duke of Edinburgh:** The school's Duke of Edinburgh Expedition was successfully completed.
- **Careers Programme:** All Year 11 pupils participated in a successful Careers Interview programme.
- **Outstanding CPL Programme:** The school implemented a new, high-impact Continuing Professional Learning (CPL) programme to drive teaching excellence.
- **Instructional Coaching:** Instructional coaching was introduced through the StepLab platform as a key tool for teacher development.
- **School Choir:** The school choir represented Newcastle Academy at the WAT a Choir event, showcasing their fantastic talent.

"Staff are honest and approachable, and care for my child's wellbeing as well as her education. They are very supportive."

Newcastle Academy parent

"Your impact has been massive. Thank you for making it so I did not feel invisible."

Newcastle Academy student



Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



Dawn Haywood
Chief Executive Officer



15
SCHOOLS



10000
CHILDREN



1200
STAFF

Job Description

Salary	Grade 3 - Starting salary £14092
Reporting to	Assistant Head
Responsible for	N/a
Location	Newcastle Academy

Job Purpose

The Cover Supervisor will supervise whole classes in the absence of the class teacher, ensuring that pre-prepared activities are completed and a constructive learning environment is maintained. Working under the direction of the Cover Manager or senior leaders, the role involves managing student behaviour, ensuring health and safety, and providing general educational and administrative support to staff and students across the academy in line with the vision and values of Windsor Academy Trust.

Cover and Classroom Supervision

The Cover Supervisor will:

- Supervise pre-planned activities and self-directed learning in the absence of the class teacher across all areas of the curriculum.
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive and positive learning environment, strictly following the academy's behaviour policy.
- Maintain good order and ensure that students comply with the school's expectations regarding behaviour and uniform.
- Respond to questions from students about processes and procedures, and assist them to undertake set activities as appropriate.
- Promote the inclusion and acceptance of all students within the classroom, encouraging them to interact and work cooperatively.
- Provide feedback to students in relation to their progress and achievement during the lesson.

Administration and Classroom Management

The Cover Supervisor will:

- Prepare the classroom and outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
- Collect completed work after the lesson and return it to the appropriate class teacher in a timely manner.
- Report back on the behaviour of students during the class and any issues arising, using the academy's agreed referral and recording procedures.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems and records as requested.
- Liaise with teaching staff regarding work set in class and communicate with pastoral staff where and when appropriate.

Additional Support and Responsibilities

The Cover Supervisor will:

- Undertake the role of a teaching assistant to support classes or individual students with reading, writing, and organisation when not required for direct cover duties.
- Undertake reasonable administrative tasks, exam invigilation, or general duties as directed by the Cover Manager.
- Undertake a role as part of the staff duty system and, if required by the Pastoral team, undertake the role of Form Tutor.
- Undertake planned supervision of students' out-of-hours learning activities and supervise students on visits, trips, and out-of-school activities as required.
- Deal with any immediate problems or emergencies according to the academy's policies and procedures.

General

The Cover Supervisor will:

- Contribute to the overall ethos, work, and aims of the academy.
- Establish constructive relationships and communicate with other agencies and professionals to support the achievement and progress of students.
- Participate in training, other learning activities, and performance development, attending relevant INSET and staff meetings as required.
- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Safeguard and promote the welfare of children and young persons they are responsible for or come into contact with.

Additional Responsibilities

- May be required to liaise with supply agencies

Person Specification

Area	Essential	Desirable
Qualifications and Training		
NVQ Level 3 or equivalent in a related area	✓	
Very good numeracy and literacy skills	✓	
Additional training or certification in Safeguarding, First Aid, or Special Educational Needs (SEN)		✓
Knowledge, Understanding and Experience		
Experience of working with relevant age groups within a learning environment	✓	
Understanding of classroom roles and responsibilities	✓	
Working knowledge and compliance with school policies and procedures	✓	
Knowledge of effective behaviour management techniques	✓	
Curriculum knowledge and experience to support self-directed learning		✓
Experience using school management information systems (MIS) or behaviour tracking software (e.g., Arbor, SIMS, ClassCharts)		✓
Skills and Abilities		
Ability to communicate clearly and explain sometimes complex information with due regard to confidentiality	✓	
Ability to understand the aims, content, teaching strategies, and intended outcomes for lessons	✓	
Ability to promote and support the inclusion of all students in the learning activities in which they are involved	✓	
Ability to use ICT effectively to support learning	✓	
Ability to understand policy, procedures, and legislation relevant to the areas of work	✓	

Area	Essential	Desirable
Personal Qualities and Attributes		
Displays sensitivity, patience, and empathy to pupils/students	✓	
Maintains strict confidentiality at all times	✓	
Ability to identify own training needs and willingness to participate in training and development opportunities	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	
Willing to undergo and enhanced DBS with barred list check	✓	



Working for Windsor Academy Trust

**We believe it is important to be a great place to work.
In addition to a competitive salary we offer:**

Pensions

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.

Pay progression & career pathways

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.

Continual Professional Learning (CPL)

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

Employee Assistance Programme

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

Free flu vaccinations and eye tests

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

Cycle to work scheme

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit [The UK's Most Popular Cycle to Work Benefit - Cyclescheme](#).

Food and leisure discounts

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

Reduced childcare costs

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting [Tax-Free childcare at gov.uk](#). Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the Policies and Procedures section on the Windsor Academy Trust website for full details.

Local Credit Union

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

Flexible Working

Windsor Academy Trust supports and is open to flexible working.

Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at windsoracademytrust.org.uk/governance.
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

References

References will be requested with your consent, at the selection stage directly from the referee.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

Child Protection and Safeguarding Policy

View our Child Protection and Safeguarding policy at windsoracademytrust.org.uk/policies





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