



United Learning
The best in everyone™

Briefing Pack for Applicants

Cover Supervisor

November 2024

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Section 1 - Post Advertisement



Sheffield Park Academy

The best in everyone™

Part of United Learning

Job title: Cover Supervisor
Location: Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN
Salary: £27,185 gross per annum, pro rota, an actual of £23,457.52 gross per annum.
Contract: Permanent, Full-Time 37.5 hours per week, 39 weeks per year.
Start date: ASAP

‘Leaders are ambitious for all pupils to achieve highly’

‘This is a school where students care for students and are determined that they succeed’

OFSTED report, December 2022

Sheffield Park Academy is seeking to appoint an enthusiastic and resilient Cover Supervisor, to enhance the current cover team.

Main duties will be to supervise whole classes during the short-term absence of the class teacher under the guidance of work set from teaching/senior staff. This will include the implementation of work programmes, managing student behaviour and assisting students in relevant activities. Opportunity to train to teach with United Learning’s Ofsted Outstanding rated teacher training programme in the future should this be the path that the successful applicant wishes to pursue.

This is an excellent opportunity to join an Ofsted rated ‘Good’ academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 school. As part of United Learning our aim is to bring out ‘the Best in Everyone’ and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities.

The academy has over 1,200 pupils and is situated in purpose-built £30million premises, benefiting from excellent, state-of-the-art facilities. We are part of the United Learning Trust, the largest and one of the most successful academy trusts in the country who offer unrivalled CPD and opportunities for nationwide networking and development opportunities.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the Beautiful Peak District within 20 minutes. Quality of life is routinely ranked very highly, and it is one of the greenest cities in Europe. <https://www.welcometosheffield.co.uk/>

The successful post-holder’s main duties will include, taking telephone messages regarding student attendance, follow up on suspected truancy and inform parents, Support implementation, monitoring and review of Academy attendance policy, to build positive relationships with both students and parents to boost attendance and to make home visits where necessary to address below standard student attendance.

We are looking for someone who is:

- Confident in their ability to manage a whole class of students within the age range 11 to 18.
- Able to communicate appropriately and effectively with young people.
- Able to manage behaviour in the classroom to ensure students remain engaged in set work.
- Flexible to work throughout the school within different departments and with different age ranges on a daily basis.

- Someone who shares our moral purpose of ensuring that all of our young people receive the best education possible in a supportive environment from people who care about them.
- Someone who is passionate about teaching and learning and who will inspire our students to achieve their potential.
- Act as a role model to students so professionalism and confidentiality will be key attributes.

What we can offer you:

- Highly competitive pay above national average.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy, across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Perkbox benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance

Please refer to the job description and person specification for further details.

To apply, please click `Apply Now` to complete our online application form, CVs are not accepted. If you have any queries regarding this role please email hr@unitedlearningyorks.org.uk **The closing date for this post is Midnight, Sunday 01 December.** Interviews will take place sooner after the closing date. We reserve the right to close the advert early if we receive a high number of applications.

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

Sheffield Park Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 – Letter from the Principal of Sheffield Park Academy



Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school and I hope that this application pack provides you with an overview.

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools; Barnsley Academy and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning and in particular our Regional Director.

We fully subscribe to the ethos and values of United Learning and as Principal, I would thoroughly recommend working for the group.

If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

Brendan Hesketh
Principal
Sheffield Park Academy



Job Description

Post title	Cover Supervisor
Salary	Band 2
Responsible to	Assistant Principal – Teaching and Learning
Responsible for	There are no direct line management responsibilities associated with this role.
Role purpose	Supervision of whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementation of work programmes, managing student behaviour and assisting students in relevant activities
Relevant qualifications	<ul style="list-style-type: none"> • Minimum GCSE or equivalent Level 2 in literacy and numeracy. • Training and experience of relevant learning strategies. • Experience of working with and supervising young people

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and school policies and procedures, and within the legislative framework applicable to schools.

Role Summary

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementation of work programmes, managing student behaviour and assisting students in relevant activities.

To assist students and teachers with their daily tasks and to ensure the areas within the are maintained to a high standard.

Key Responsibilities

Main duties

Curriculum Support

- To provide structured, purposeful and appropriate short-term cover to support learning activities.
- To deliver pre-prepared programmes of study provided by curriculum staff in the event of staff absence.
- To understand the aims, content, teaching strategies and intended outcomes for lessons.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Identify students with Special Educational Needs and Disability (SEND) and work appropriately with Learning Support.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the curriculum staff, contributing to systems/records as requested.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Provide general support, for example, administer coursework, produce worksheets for agreed activities, etc.

Student Support

- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.

Other

- With support, develop your skills to manage student behaviour and promote effective learning in line with the academy's behaviour policy to promote a positive learning environment.
- To work flexibly on a day-to-day basis and work on a support basis when not required for cover purposes.
- To use administrative systems for registration, monitoring and assessment purposes.
- To actively participate in the academy's pastoral system and cover registration as required.
- To carry out duties as required.
- To accompany field trips and visits as required.

Support for the Academy

- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence and employing strategies to recognise and reward achievement.
- Participate in and contribute to in-school professional development programmes and undertake own research about appropriate and effective intervention strategies.
- Become familiar with and implement staff codes of conduct and relevant academy policies including those for child protection, equal opportunities, inclusion, behaviour and homework.
- Attend and contribute to meetings which relate to the role.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Work closely with the academy staff to ensure that the regulations and requirements of
- the external examination boards are met

General

- To develop excellent working relationships with colleagues internally, centrally and externally.
- To be an effective and flexible member of the team, contributing to the successful adherence to Safeguarding Policy.
- To uphold the Academy policies and procedures at all times.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the Academy and beyond.

- To represent the Academy at events as appropriate.
- To support and promote the Academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

Information

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Cover Supervisor		
Salary	Band 2		
Education and Qualifications		Essential	Desirable
GCSE Grade C (or equivalent) or above in English and Maths		X	
Evidence of appropriate and recent professional development related to the nature of the post.		X	
Experience		Essential	Desirable
Prior experience supporting young people in an educational setting.		X	
Prior experience working as a cover supervisor/HLTA in a school environment.		X	
Prior experience contributing to the personal and social development of young people.		X	
Prior experience of presenting information to an audience.		X	
Knowledge and Skills		Essential	Desirable
Knowledge and understanding of education curriculum.		X	
Knowledge of Schools Management Information Systems (for example, SIMS).		X	
Good awareness of safeguarding children/child protection legislation.		X	
Excellent word processing skills (Microsoft Word).		X	
Experience in the use of electronic communications e.g. e-mail.		X	
Understanding of the educational sector.		X	
Ability to be creative to respond to a fast-paced environment.		X	
Personal Attributes		Essential	Desirable
Able to make connection between their work and the benefits to students.		X	
Good written and verbal communication skills.		X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.		X	
Good interpersonal skills and ability to work with staff and stakeholders at all levels.		X	
A pleasant disposition and ability to stay calm under pressure. X		X	
Demonstrate a positive team approach to work. X		X	
Methodical approach to work tasks with key emphasis on accuracy.		X	
To have a willingness to participate in the whole school approach to mentoring pupils and play an active role as directed by line manager.		X	

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

The academy is located in a thriving City close to the beautiful Peak District



Sheffield Park Academy

The best in everyone™

Part of United Learning

Sheffield Park Academy
Beaumont Road North
Sheffield
South Yorkshire
S2 1SN

Website: www.sheffieldpark-academy.org

Email: info@sheffieldparkacademy.org

Telephone: 0114 2392661

Sheffield Park Academy is an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 academy. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.