



Cover Supervisor

Application Pack

The Dukeries Academy
New Ollerton, Newark,
Nottinghamshire

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01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.

Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.



Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Strategic Aims

- To plan and deliver a curriculum which enables students to reintegrate with learning, delivers improving progress and outcomes for all learners and demonstrates that lessons have been learned from the pandemic experience.
- To create the conditions in which our people can demonstrate independent, thoughtful and confident behaviours in pursuit of our vision and aims.
- To continue to improve our financial performance alongside an enhanced reputation in business operations and governance.



ATT | 21 Academies

Local Authority Areas | 10

Staff | 1720

Primary | 409

Secondary | 1130

Special | 30

FE | 76

Other | 75

Learners | 13,334

Primary | 2711

Secondary | 9280

Special | 45

FE | 1298

Governance

People Engaged | 120+

Trustees | 10

Members | 4

Finance

£78 million in
funding and
other income

ATT Institute | 38 Leadership Development Pathways across all our directorates

Headline Performance Measures

- **Record progress scores** for many of our academies in 2019.
- **Rising Attainment 8** and **Progress 8** rates for three years running across all secondary academies.
- **Rising Key Stage 5 average points scores** across all academies for three years.

Academy
Ofsted
Ratings

18 Good

2 Requires Improvement

1 Inadequate

02.Career

Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Selena Marshall | Pastoral Leader The Dukeries Academy

I first began my journey with ATT in 2008 as a cleaner at The Dukeries Academy. Once my youngest daughter started nursery I wanted a job that would work around my family. In 2016, I began working as part-time administration assistant, this soon increased to full-time and now I am a Casual Exam Invigilator. I have made the most of every opportunity given to me, which has included studying for a degree with the Open University. ATT have given me lots of opportunities to progress and develop myself.

Emma Summerfield | Faculty Leader, English & Modern Foreign Language The Dukeries Academy

"As a Teach First participant, I have been so fortunate to start my career at The Dukeries Academy; professional development and quality ECT training has been prioritised, and my teaching has gone from strength to strength under the tutelage of my colleagues. I have been promoted to Subject Specialist Leader in English in my NQT year, something I would never have thought possible were it not for the support and encouragement my department has given me throughout my time here. I am excited to explore further leadership opportunities in the future whilst continuing to learn from the experienced and dedicated practitioners here in the academy."

Cat Rushton | Director of ATT Institute

ATT has offered me the exciting opportunity to experience a wider scope of influence over academies, to collaborate with other leaders, and to work with a range of colleagues and stakeholders in various contexts.

03. The Dukeries Academy



THE DUKERIES
ACADEMY

Develop more courageous engagement in bolder visions of education that will help young people become change makers in their own and other people's lives.'

Andy Hargreaves

Our Vision

To inspire excellence and maximise opportunities for all.

Our Purpose

To be a beacon of inclusive educational excellence which fosters ambition, facilitates great learning and enables outstanding progress for every student irrespective of their starting point.

To be the trusted Academy of choice at the heart of our community.

To be recognised as an exceptional place to work which attracts, retains and develops the very best staff and leaders.

To develop ambitious knowledge, character and cultural capital to empower our students to be bold and courageous change-makers who are equipped to thrive in, and make a positive contribution to, a rapidly changing world.

Our Values



We have the courage to act with moral and ethical intent. We aspire to be honest and to treat ourselves and others with respect and kindness.



We are passionate about working hard and are optimistic and persistent as we overcome barriers to achieving our aspirations.



We are resolute in our desire to be the very best in everything that we do.

To find out more, please visit www.dukeries.attrust.org.uk/



Professional Development at ATT:

04. The ATT Institute

Selected Courses

- National Professional Qualifications
- SSAT Lead Practitioner Accreditation
- DNA: Teaching, *our flagship course*
- Early Career Teacher Programme

Development Groups

Principals' Development Group | PDG

Allows Principals to develop and share strategies and priorities while addressing their PD needs

Strategic Development Groups | SDGs

PD for senior leaders, linking to areas identified in the Ofsted Education Inspection Framework

Team Network Groups | TNGs

Subject development groups for department heads and colleagues in central directorates

Other Professional Development

- ATTI Fellowships
- Specialised webinars
- Inquiry Questions, *our new PD model*

Our ATT Institute is a dedicated team of colleagues that works hard to create a broad and impressive people development offer, facilitating quality training and networking across all our directorates. This helps our colleagues to stay focused on learning and developing as practitioners as they progress in their careers with our Trust.

Our Vision

We're committed to the very best people development, empower our stakeholders through equal learning opportunities and putting their needs first. We believe we are better together and value collaboration within and beyond our organisation.

Our Institute is a learning eco-system; leadership does not just come from the top but is stakeholder-led. Colleagues across all our directorates- not just teaching staff- help our Trust to transform lives through innovative education. Because of this, we all have a responsibility to engage with people development, ensuring that the education we provide is of the best quality it can be. ATT colleagues use their local leadership to develop and lead others beyond their immediate institution- even beyond our own Institute.

Research Design and Translation

Built into our institute's approach is the concept of *inquiry-based learning*. As part of our commitment to research-informed practice, our action research team contribute to the advancement of research in areas linked to our strategic improvement priorities. The team translates their findings to our development groups, helping to share best practice across our family of academies.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description



Cover Supervisor

Hours:

37 hours per week, term time only. Working days are Monday to Friday

Job Purpose

Provide effective cover supervision for absent teachers, to ensure continuity of student education, as well as providing additional support for other activities, including invigilation and administration assistant.

Key Responsibilities and Duties:

- Supervise and instruct students in line with teachers' guidance, to help maintain curriculum requirements.
- Assist in preparing as well as clearing the learning environment and materials used to maximise the available time for teaching to meet student progress standards.
- Manage student behaviour in accordance with policies to maintain a constructive working environment, including the supervision of student entry and exit from classrooms.
- Respond and assist students with set work to continue towards achievement targets, and ensuring all work is returned to the relevant person.
- Record and report lesson attendance to ensure the accurate analysis of attendance data by the relevant people.
- Support pastoral and learning issues associated with individual students in order to maximise their potential, making referrals as necessary in line with Academy procedures.
- Provide various administrative support to departments, including preparation of display work, maintenance of inventories, ordering, record keeping and collection of monies, invigilating, allowing the Teachers to focus on student learning.
- Actively promote & comply with the academy policies & procedures, in particular relating to child protection and health & safety, reporting all concerns to the appropriate person.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.

- **Staffing**

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Appraisal process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.

- **Quality Assurance**

- To help to implement Academy quality procedures and to adhere to those.

- **Communications and Liaisons**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.

- **Academy Ethos**

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Support the Academy in meeting its responsibilities for assemblies.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.

06. Person Specification

Cover Supervisor

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> Educated to Level 3 standard or equivalent Good general standard of education with strong literacy and numeracy skills. 	<ul style="list-style-type: none"> Evidence of CPD training courses
Experience	<ul style="list-style-type: none"> Successful recent experience of working with young people, preferably in an educational environment. Has previously worked as part of a team and is used to liaising with colleagues. Of the secondary phase of schooling Understanding of relevant policies, codes of practice and legislation 	<ul style="list-style-type: none"> Experience in the use of ICT as a teaching and learning tool Experience of working with young people of all abilities in a secondary school Knowledge of the curriculum at KS3 and KS4 Knowledge and understanding of assertive discipline techniques
Competencies	<ul style="list-style-type: none"> Can motivate, enthuse and inspire students to achieve. Ability to plan and organise effectively A commitment to making a positive contribution to the whole school community Believes passionately that every student can succeed Able to work in an independent way. Good personal organisation and administration. Has a patient, caring and sympathetic personality Must have excellent verbal and written communication skills Ability to form good working relationships with a wide range of site personnel 	<ul style="list-style-type: none"> Ability to manage students with a range of abilities
Values	<ul style="list-style-type: none"> Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities Commitment to the safeguarding and welfare of all pupils. Willingness to ensure that facilities are kept to a standard that complies with health and safety guidelines. 	
Other	<ul style="list-style-type: none"> Ability to work calmly under pressure and adapt quickly and effectively to changing circumstances/situations Competent and confident in the use of ICT. 	<ul style="list-style-type: none"> Flexible working Current full driving licence

07. How to Apply

Cover Supervisor

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies



Status:

Permanent
37 Hours per week, Term Time Only

Salary:

NJC Pt 8 – 13
Actual Salary: £19,508 to £21,367



Closing Date:

Monday 20 February 2023, 08:00

Start Date:

ASAP



Interviews:

To be confirmed




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