



The Rudheath  
Senior Academy



# Cover Supervisor



Job Application Pack



## About the Role

Are you an individual who can see the potential in every child and ensure their day-to-day learning experience is seamless? If so, the Rudheath Senior Academy is the school for you!

Working as a cover supervisor can be an excellent route into teaching and getting you used to the classroom environment. We welcome anyone who is interested in becoming a teacher either as a first career or a career change, although all good applications are welcome.

It's not just our people who make Rudheath a special place to work, but our physical spaces are also world class. Over £10m has been invested to renovate facilities for both children and staff. This investment has produced facilities that are second-to-none and enabled specialist teaching across the curriculum.

With the highest calibre of teaching and support staff, our culture and team ethos is very much set around high ambitions for children and a relentless passion to open their eyes to the wonderful world of possibilities.

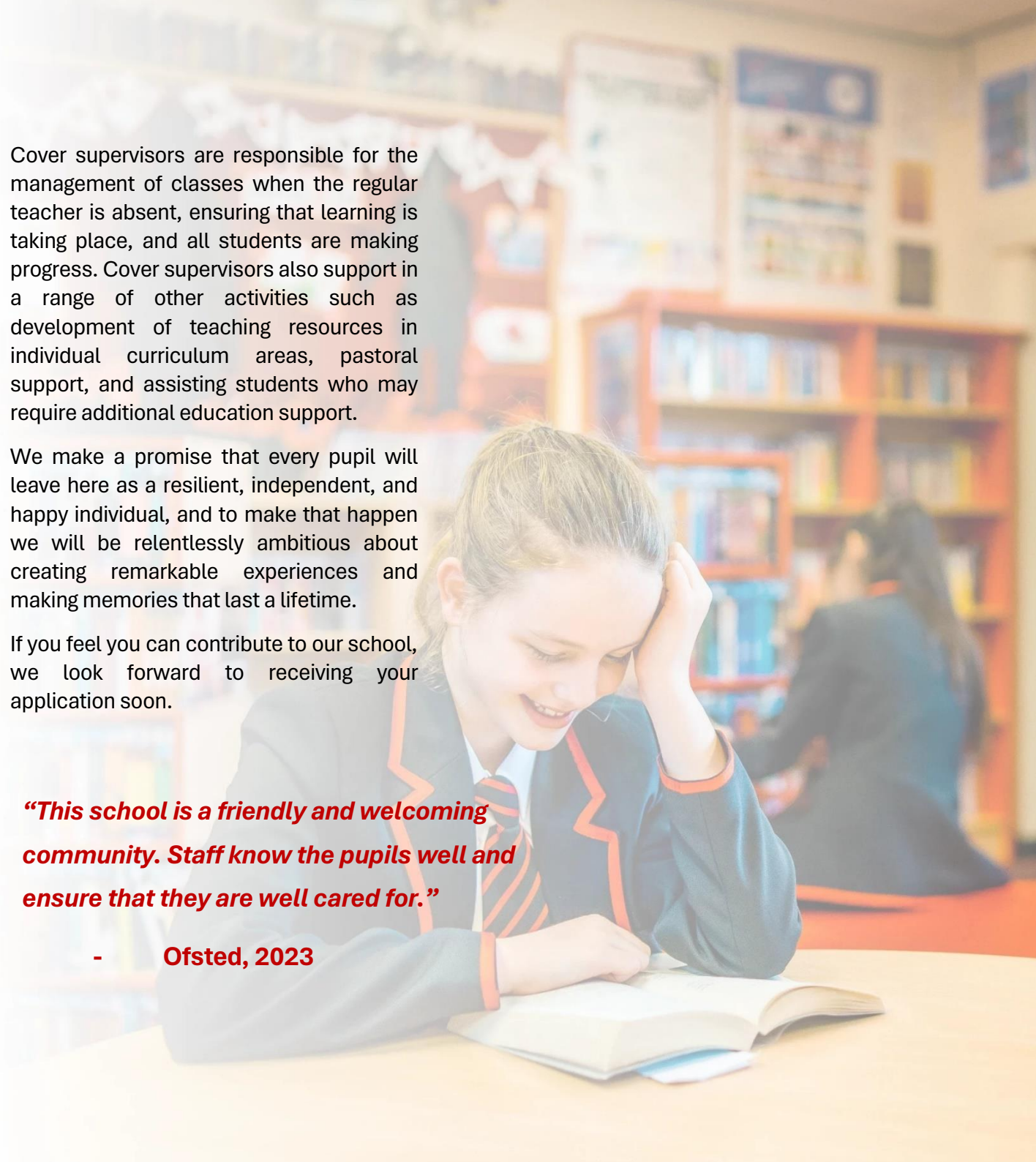
Cover supervisors are responsible for the management of classes when the regular teacher is absent, ensuring that learning is taking place, and all students are making progress. Cover supervisors also support in a range of other activities such as development of teaching resources in individual curriculum areas, pastoral support, and assisting students who may require additional education support.

We make a promise that every pupil will leave here as a resilient, independent, and happy individual, and to make that happen we will be relentlessly ambitious about creating remarkable experiences and making memories that last a lifetime.

If you feel you can contribute to our school, we look forward to receiving your application soon.

***“This school is a friendly and welcoming community. Staff know the pupils well and ensure that they are well cared for.”***

**- Ofsted, 2023**





A photograph of three school children in uniform jumping rope in a schoolyard. A girl in the foreground is smiling and pointing towards the camera. Two boys are behind her, also smiling. They are wearing dark blazers with orange trim, white shirts, and striped ties. The background shows a school building and a clear sky.

## Role Specific Information

|                        |   |
|------------------------|---|
| <b>Job:</b>            | Cover Supervisor  |
| <b>Contract:</b>       | Permanent   |
| <b>Hours per Week:</b> | 32.5 hours per week, Monday to Friday<br>Term Time Only   |
| <b>Salary:</b>         | SCP11 - SCP14 of NJC scales<br>Actual: £19,689 - £20,715 pro-rata per annum<br>Negotiable dependent on candidate experience |
| <b>Start Date:</b>     | September 2024  |
| <b>Closing Date:</b>   | Friday 5 <sup>th</sup> July 2024 at 10.00am   |

## How to Apply

Should you wish to apply for the post, please download an application form from the Rudheath Senior Academy website and email this to [recruitment@rudheathsenioracademy.org.uk](mailto:recruitment@rudheathsenioracademy.org.uk).

If you wish to gain further information or have an informal conversation, please contact Christine Williams at [cwilliams@rudheathsenioracademy.org.uk](mailto:cwilliams@rudheathsenioracademy.org.uk).

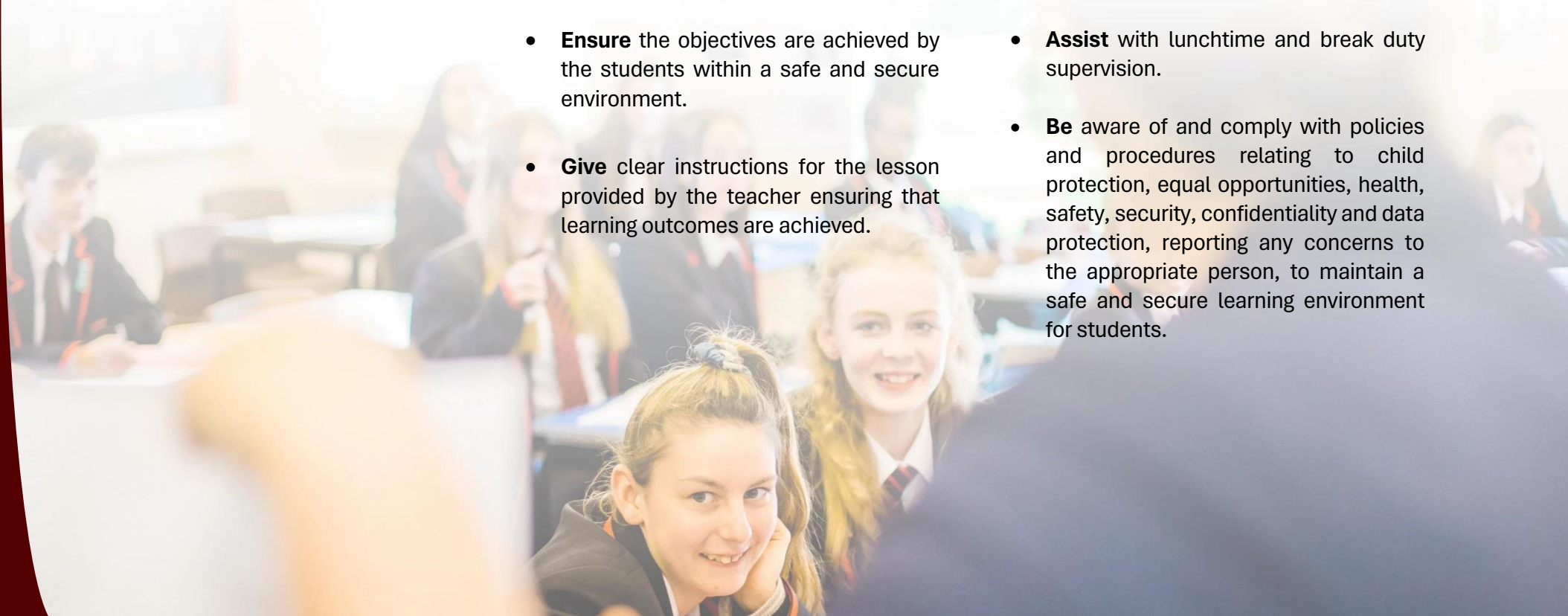
***Whether you are seeking your first school role or looking for a new challenge, we would be delighted to hear from you!***

## Main Purpose

We are seeking to appoint a passionate and motivated Cover Supervisor who will provide essential support across the school by maintaining a positive environment for effective learning. This post is ideal for graduates with an interest in developing a career in teaching as the experience you can gain from this is first-hand, and those who may have had experience within the education sector beforehand.

## Key Responsibilities

- **Supervise** students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved also ensuring inclusion and acceptance of all students within the classroom to promote equal opportunities.
- **Act** as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- **Ensure** the objectives are achieved by the students within a safe and secure environment.
- **Give** clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved.
- **Keep** appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons.
- **To** liaise with subject staff and provide any relevant feedback to departments.
- **Ensure** registers, class and pupils records are maintained.
- **Assist** with lunchtime and break duty supervision.
- **Be** aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.



## Person Specification

*“We want an exceptional classroom supervisor to join us, opening doors to inspirational learning.”*



| Criteria                | Detail  | Essential | Desirable |
|-------------------------|---|-----------|-----------|
| Qualifications          | A level or equivalent level 4 qualification in EBacc subjects (English, maths, geography, history, MFL , computer science)              | ✓         |           |
|                         | GSCE grade C or above (or equivalent) in English, Maths and Science   | ✓         |           |
|                         | Educated to degree level  | ✓         |           |
| Experience              | Experience of working in education sector including a Trust/academy setting   |           | ✓         |
|                         | Highly competent computer skills, in particular Word, Excel, email and school software packages – Arbor preferable (training provided). | ✓         |           |
|                         | Experience of mentoring or supporting pupils to engage in education   |           | ✓         |
|                         | Experience of working with others to achieve shared outcomes  | ✓         |           |
| Skills and Competencies | Ability to be reflective and self-critical and have the emotional resilience to accept challenge  | ✓         |           |
|                         | Ability to work under own initiative with good personal, administrative and time management skills                                      | ✓         |           |
|                         | Ability to manage whole class situations  | ✓         |           |
|                         | The ability to motivate students, to manage their behaviour and promote and maintain a calm working environment in the school           | ✓         |           |
|                         | Be flexible and open to change and enjoy working at a fast pace   | ✓         |           |
|                         | Demonstrates resilience, motivation and commitment to driving up standards of achievement   | ✓         |           |
|                         | Act with integrity and professionalism at all times   | ✓         |           |

# Recruitment Information



## How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school's website ([www.rudheathsenioracademy.org.uk](http://www.rudheathsenioracademy.org.uk)), and send this to [recruitment@rudheathsenioracademy.org.uk](mailto:recruitment@rudheathsenioracademy.org.uk) by the closing date and time.

**Closing date:** Friday 5<sup>th</sup> July 2024

**Time:** 10.00am

## Safeguarding Commitment

The North West Academies trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

## Diversity in the Workplace

The North West Academies trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.



## Why North West Academies Trust?

NWAT believes that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our pupils.

As specialists in providing high-quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT we believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residentials, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

For our staff, we offer:

- Flexible working arrangements.
- Enrolment to the Medicash Proactive Health Plan to help with costs of everyday healthcare.
- Access to 24/7 Employee Assistance Programme.
- Accredited counsellor to offer wellbeing support for all staff.
- Positive recognition culture.
- Bespoke professional development opportunities.
- Open door policy for communication across the Trust.
- Opportunity to contribute to the growth and development of NWAT.

