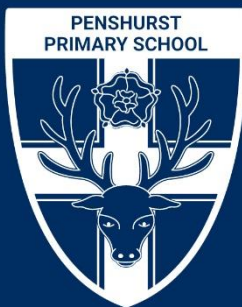


Information for Candidates

Cover Supervisor (Primary phase)



**THE
HESSLE
ACADEMY**

Mr V Groak
Headteacher

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Our Academy

The Hessle Academy is one of only 170 all-through schools in the country providing education and support for learners aged 3-19. The Academy comprises Hessle High School and Sixth Form College and Penshurst Primary School.

The Hessle Academy is a member of The Consortium Academy Trust. The Trust supports almost 8,000 children and young people aged 3 to 18, working to ensure an excellent education and learning experience is provided for each and every child and young person. The Academy, located in the East Riding of Yorkshire, primarily serves the East Riding town of Hessle and some parts of West Hull. Smaller groups of learners are drawn into the secondary phase from the neighbouring small towns and villages of East Yorkshire as well as from Barton, in North Lincolnshire. Proximity to the M62 ensures easy access to the motorway network and other major cities in Yorkshire and beyond.

The Hessle Academy is a good and ambitious school. This was recognised by Ofsted in our most recent inspection in September 2018, when the achievement of learners, quality of teaching, behaviour and personal development of learners, leadership and management were all judged to be good. In recent years, outcomes for learners have been consistently above average in terms of attainment and the school is a disciplined and well-organised environment. We have high standards of school dress and have clear expectations on punctuality, attendance and behaviour. Our learners are positive and respond well in all aspects of school life.

The school is a hub of learning with enthusiastic and engaged children who demonstrate a real passion for both work and play.

Penshurst Primary is a larger-than-average school with two/three teaching groups in each year and is heavily over-subscribed. In 2019, 145 applications were received for 70 places into the reception year. The school also offers a nursery which is equally popular with parents. The school occupies a traditional yet extremely attractive series of buildings which are at the heart of the local community set in extensive grounds.

Historically, Hessle High School was a split-site school, however, in January 2016 we took possession of our new single site school. Staff and students alike are now enjoying the benefits of high-quality accommodation, equipped with the latest technology and specialist facilities that are among the best in the region. The Hessle High School and Sixth Form College is set in attractive grounds, located on Heads Lane, with excellent views down the River Humber and across the spectacular Humber Bridge.

The Sixth Form College is focussed on providing high quality teaching and care to secure the best achievement and outcomes for all. As a school, we have a long history of partnership working in this area, being a part of 'The Consortium', a widely recognised successful sixth form partnership with two other local Academies. Students are able to study at Hessle as well as having the option to study subjects at either of the other Consortium Academies.

The Sixth Form is based in the historic Tranby House, a Grade II listed building that was fully refurbished and brought back to its former splendour in our recent renovation. Tranby House now comprises a Sixth Form social area and catering facilities as well as extensive study facilities. Sixth Form students play a full role in the life of the school, but equally will continue to enjoy the advantages of this dedicated provision.

The teaching staff are extremely dedicated to maximising the potential of the children in their care. Most have worked at the school for many years and have sent their own children to the Academy. The atmosphere is supportive and friendly, many visitors and staff often remark that 'it feels like an extended family'.

The Academy prides itself on the wide range of extra-curricular opportunities offered to our learners. Annually, learners take part in over 300 teams, clubs, and events.

The Hessle Academy enjoys an excellent reputation amongst the local community and is a popular choice amongst parents. During our recent Ofsted inspection, a response to the Parent Survey commented that;

“All the staff from the headteacher to the caretaker seem to genuinely care for the children from a pastoral care and academic point of view”.

Our Trust

At The Consortium Academy Trust, we are ambitious about the future - creating learning environments and excellence in teaching and learning that provide our children and young people with the best chance at a successful future. Coupled with this is the commitment, care and investment in our people who we believe are our greatest asset.

Our vision is Shaping Positive Futures as we strongly believe our sole purpose is supporting children and young people to achieve their ambitions. This vision gives us a shared sense of purpose and direction and is something we are all proud to be a part of. Across our community of nine schools our people are doing remarkable things by being fully engaged in work that transforms lives, supporting children and young people to grow in confidence and develop into citizens we are proud of. Our community of leaders, teachers and support staff work collaboratively to tackle some of society’s most critical challenges.

Our values – aspiration, respect, integrity and responsibility – harness our belief that it is not just what we do, but how we do it that makes a difference. These values reflect who we are and how we work to create a culture for success, as we continue to evolve to ensure that we meet the needs of our children and young people, colleagues and partners both now and in the future.

Our Vision:

Shaping Positive Futures

Our Mission:

We put our children and young people first. We have a supportive, yet challenging environment to allow everyone in our Trust community to:

- flourish and believe that they have every chance of success.
- work together so that they can achieve more than can be done individually.
- work within a supportive culture where taking appropriate risk is seen as a strength.
- be proud of themselves, their peers, our schools, and our local communities.

Our Strategic Priorities:



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Our Values:

Aspiration

We are ambitious, we aim high for ourselves and for others and we believe that we can make a real difference.

Respect

We respect ourselves and each other. We respect our diverse environment and community.

Integrity

We are honest with ourselves and each other. We do things for the right reasons.

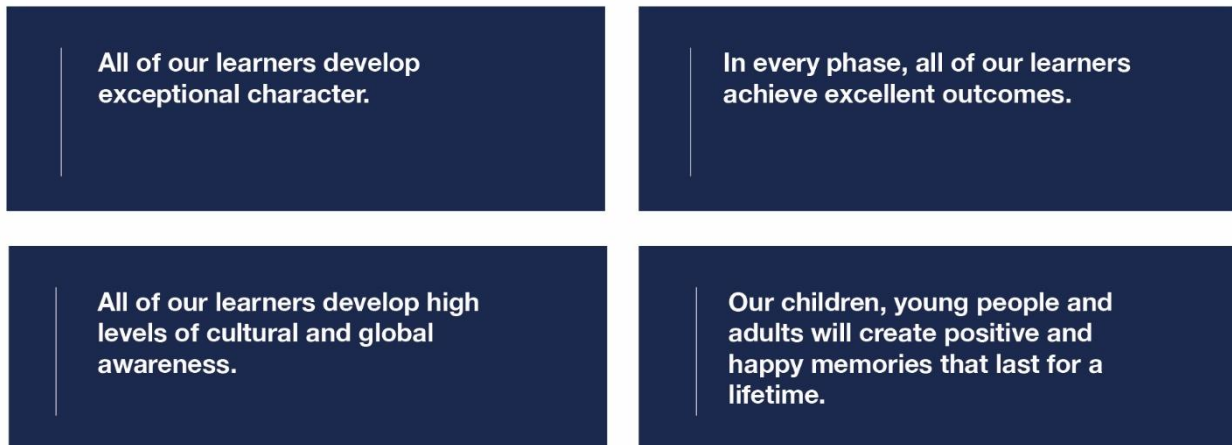
Responsibility

We take responsibility for everything we do and see mistakes as an opportunity to improve and to get things right next time.

Values and Vision

"Everyone can achieve the extraordinary"

Our Vision for Our People:



These set of six core principles underpin everything that we do. They guide our behaviour and our decision-making. They are timeless, unchanging statements of what we believe to be important.

Our Values and Vision have been inspired by all of our learners and staff. They are important to us and they will guide our behaviour and decision-making.

The Academy Values and Vision are displayed prominently around our Academy and are shared with our parents, staff and stakeholders at every opportunity.



New Staff and Early Career Teachers

All new staff benefit from a comprehensive induction programme that ensures a smooth start to your career at the Hessle Academy.

Early career teachers benefit from an extensive and well-regarded support programme, led by our Teaching and Learning Lead Practitioner. This weekly twilight programme is fully supported by members of SLT and other staff with a wide range of experience in the school.

New, but more experienced, colleagues will also benefit from our 'buddy' programme whereby all new staff work closely with an existing member of staff to ensure that you can quickly and smoothly become familiar with how things are done at Hessle!

Staff Development and Wellbeing

Staff Development and Wellbeing is a Strategic Development Priority at Hessle. We know that, in order to deliver continued quality education for our young people, our staff need to be well-trained, dedicated, energised and happy. In addition, we expect everyone in our school to want to get better, from learners to teachers to support staff to senior leaders. That is our ethos.

To that end, our CPD programme encourages staff to take responsibility for their own developmental priorities, fully supported by the Senior Leadership Team and subject leaders. Staff training sessions are led by the staff themselves through teaching and learning groups. Under our ethos of continual improvement, even our most experienced teachers are keen to learn and do so in mutually supportive learning environments, where newly qualified teachers and others in the early stages of their career are just as likely to lead pedagogical discussions and training. During the Covid pandemic and lockdowns, the teaching staff adjusted their practice to incorporate blended learning and live teaching; this monumental change and upskilling was planned, delivered and evaluated by classroom teachers themselves, with minimal input from senior leaders.

Staff Wellbeing is a crucial consideration in all decision-making, including how we undertake lesson observations, our marking policy and meeting schedules. Throughout the pandemic, we have placed our trust in our staff to provide the very best education for our learners and they have delivered an exceptional programme of study, consistently looking to find improvements. The success of this was reflected in a Parent Survey conducted by our Trust which commended both the online provision, parental communication and student feedback.

Staff wellbeing surveys are carried out regularly and there is an effective staff wellbeing group which looks for ways in which we can adjust our operation to improve wellbeing without compromising standards. Staff retention is very high and the school typically attracts high quality fields whenever a vacancy arises.

Our staff work hard; they are fully committed to providing the best education for our young people and recognise the well-known phrase;

"It won't be easy, but it will be worth it."

What can we offer you?

- **Well-being support including** discounted East Riding gym membership; free annual flu vaccinations; access to a free employee assistance scheme 24/7 with advice on a wide range of practical issues ranging from legal information and consumer issues to specialist counselling
- **Financial incentives including** a cycle to work scheme offering discounted bike purchase
- Opportunity to become a **Mental Health First Aider**
- **Membership of the Pension Scheme** with benefits including secure earnings linked pension and a lump sum death grant of three times your salary.

Leadership Team

The Senior Leadership Team is an experienced, ambitious and committed team. All members believe firmly in the Academy's vision and values and all share a determination to secure continuous improvement and achieve the best for learners. The Senior Leadership Team comprises:

Headteacher

Hessle High:

Deputy Headteacher x 2
(Quality of Education / Pastoral)

Assistant Headteachers x 4

(Standards / SEND and Inclusion / Student Welfare / Head of Sixth Form)

Penshurst Primary:

Head of School
Assistant Headteachers x 2
(Pupil Development and Behaviour / Quality of Education)

Each member of the Senior Leadership Team (SLT) acts as a line manager for a Head of Department, Head of Faculty or Head of Year. This ensures that leaders at all levels are fully supported and challenged and that their leadership potential is developed. The leaders of the English, Mathematics, Science and Humanities Faculties form part of the school's Extended Leadership Team.

The Operations Manager is the senior member of the support team.

The Vacancy

Applications are invited for the post of Cover Supervisor to commence ASAP. We have two roles available, one in our primary phase and one in our secondary phase). This role is 32.5 hours per week – Monday to Friday, working 190 term time days plus five additional days during school closure time. The scale point is 06 on the National Joint Council pay scale.

We are looking for an individual who will play a vital role in supporting teaching and learning in the delivery of lessons in the absence of a teacher. The successful candidate will help our continued drive to improve standards. They will be a highly motivated team player with excellent communication skills and the ability to use their own initiative.

The central focus of the Cover Supervisor's role is taking responsibility for the learning, behaviour and progress of classes during the absence of the designated teacher. At the heart of the role is creating the conditions for effective pupil learning, through positive classroom management, delivery, relationships with learners and organisation, and through care for learners including responsibility for their behaviour and safety. Ensuring that learners can learn from activities planned by teachers for lessons. The ability to cover lessons in the primary phase would be advantageous.

The successful candidate will be dynamic and solution focussed, an individual who can work effectively as part of a very committed team. They will have the qualities to develop further in their career. They will be able to demonstrate a passion for developing themselves through a commitment to CPD. An experienced colleague would be motivated to support the further development of others.

Full details and expectations of this post can be found in the job description and person specification below.

Appointment Process

Please send your application to: recruitment@hessleacademy.com

Closing date for receipt of applications is by **9am on Monday 17 October 2022**.

Please note that we reserve the right to close this post early or extend the deadline.

Applications should address the criteria in the role information.

The selection process will involve stakeholder panels and assessment tasks. Further details of this will be sent to shortlisted candidates in due course. An appointment will be made subject to satisfactory references, in line with the usual terms and conditions of employment at The Consortium Academy Trust.

We hope that the details provided here will allow you to make an informed decision to allow you to pursue your application for this position and continue with the recruitment process.

Informal questions regarding the post or to request a tour, should be directed to Sarah Greenley, Operations Manager at recruitment@hessleacademy.com or 01482 648604 option 2.

We wish you every success with your application.

Mr V Groak
Headteacher

As an employer we want to create a workplace that works for you too – so we actively invite applications for full and part-time hours. We know that great people deliver great outcomes, whether they work five days or three days... so please be clear what hours you are looking for.

The Hessle Academy is committed to safeguarding children. All positions in school are subject to a subject to satisfactory references, an enhanced DBS check and successful completion of the e-learning safeguarding course. The safeguarding responsibilities of the post are detailed in the job description and personal specification.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Job Description

Job title:	Cover Supervisor
Accountable to:	Assistant Headteacher
Scale Point:	SCP06 £19698 FTE

Main purposes of the post

To supervise classes and promote the ethos of learning during the absence of subject teachers and provide support to subject teams.

General Duties and Responsibilities:

- To instruct learners in relation to the work left by the subject teacher
- To ensure learners are provided with the necessary resources to facilitate learning
- To deliver, as far as reasonably possible, a structured lesson using the lesson plan as directed by the class teacher for whom you are covering
- To register and record student attendance in lessons
- To answer learners' queries in relation to the instructions left by the subject teacher
- To liaise with Head of Departments in relation to the work set by subject teachers as appropriate
- To supervise the class for the duration of the lesson
- To ensure classes enter and leave classrooms in an orderly manner
- To ensure the classroom is left tidy and ready for the next lesson after dismissing the class
- To cover for form tutors, including recording attendance, checking equipment, uniform, etc.
- To assist in establishing and maintaining good order within the school, including undertaking duties as necessary
- To deal with, record and report incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures
- To attend staff training/meetings to ensure a continued awareness of whole school policies and procedures
- To attend external Cover Supervisor network meetings when appropriate and to attend internal sharing good practice sessions
- Invigilate internal and external examinations when required
- Accompany visits and field trips as required
- To work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate
- To monitor and evaluate pupil responses to learning activities
- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and any other matters
- Liaise sensitively and effectively with parents/carers as agreed with the teacher
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use
- To provide general clerical administrative support – administer course work to produce worksheets for agreed activities
- Complete AM, Break, Lunch and PM supervisory duties as required by the Senior Leadership Team.

Expectations

The Hessle Academy has high expectations of all its employees to ensure that they provide a professional service to our young people and the community of Hessle and beyond.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

As a member of staff of The Consortium Academy Trust

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Demonstrate a commitment to Restorative Practices
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of learners
- Aspire to develop your professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of The Trust Schools
- Contribute to systems of evaluation and performance of the organisation positively.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required.

Personal Specification

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • 5 GCSEs at grade 5 or above or equivalent, including Maths and English 	<ul style="list-style-type: none"> • Educated to degree level • ICT capability level 2 or above • First Aid qualification or willingness to train
Experience	<ul style="list-style-type: none"> • Experience of working in an educational setting • Experience or working with or caring for children of a relevant age 	<ul style="list-style-type: none"> • Experience of working in a school or statutory or voluntary agency dealing with children • Experience of primary phase
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Enjoy working with and able to have a good rapport with children • Ability to maintain positive relationships with learners, parents and staff • High level of organisational and self-management skills • Ability to effectively evaluate own performance • Good inter-personal skills including mediation and conflict resolution • Demonstrate awareness of risks • Literacy, numeracy and IT skills • Ability to work constructively and flexibly as part of a team within school and departmental protocols/procedures • Ability to work independently • Interest and enthusiasm for inclusion initiatives • Ability to manage classroom activities and the physical learning space safely 	<ul style="list-style-type: none"> • Understanding of principles of child development and learning processes. • Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs. • Good understanding of Safeguarding procedures • Experience of using CPOMS Safeguarding and Child Protection Software for Schools • Experience of using Arbor Management Information System • Understanding of procedures and legislation relating to confidentiality and GDPR
Personal Attributes	<ul style="list-style-type: none"> • Commitment to equal opportunities in service delivery and employment • Flexible approach to supporting children and families • Ability to maintain a professional manner in challenging situations maintaining equanimity at all times • Listening skills • High levels of personal and professional integrity and honesty • Confidentiality, discretion, sensitivity • Excellent health and attendance record • As required by The Children Act, have a commitment to safeguarding and promoting the welfare of children and young people. 	