



Cover Supervisor x3  
September 2024



## Welcome letter from the **Principal**

Dear Applicant,

Thank you for enquiring about the position of cover supervisor at The Boulevard Academy.

As Principal I am extremely fortunate to work with an outstanding and dedicated team of colleagues who have transformed learning for our students and our community.

The Boulevard Academy opened in September 2013 through a need to offer greater opportunities for our children locally to learn and develop in a way that's best for them and our aim is to offer learners and parents a community centred secondary education in Hull.

I wanted to lead this academy, because the vision, ethos and values align with my own. I firmly believe that every child has unique skills and talents and that they should be given every opportunity to develop them. I hold an unwavering expectation that all children can and will succeed. Each and every member of staff within this academy will hold the same expectation.

As Principal for the school I want to ensure:

- That every child achieves, no matter what their starting point;
- That our teaching will ensure achievement through providing the highest standards of teaching and learning;
- That we provide and support everyone in our learning community.

You will be joining us as we have just received approval to expand our school and its buildings. The plans for this expansion include new music and drama facilities; technology rooms for practical and digital studies as well as more general teaching classrooms; a new staff area and a Learning Resource area. Our vision can only be realised by recruiting exceptional colleagues, who can make a purposeful and lasting impact on the community we serve.

CPD and innovative staff development is at the very forefront as we develop and grow. Staff joining us will have opportunities for leadership development at all levels as we expand, and I will encourage all staff to actively contribute their ideas in developing new ways of working.

I look forward to meeting you and reading your application.

**Janice Mitchell**

**Principal**



# Welcome to The Boulevard Academy

## Our Mission Statement:

To work with all our students to assist them to develop the high expectations, academic and life skills that will best help them to be successful. Fostering personal confidence and happiness, we will challenge students to take responsibility for building a better world for the next generation.

We are one of three secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.



The Boulevard Academy, 75 Massey Cl, Hull HU3 3QT  
Tel: (01482) 217898 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)





**Welcome from  
Thrive Co-operative  
Learning Trust Chief  
Executive Officer  
(CEO), Jonathan  
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




## Our Values



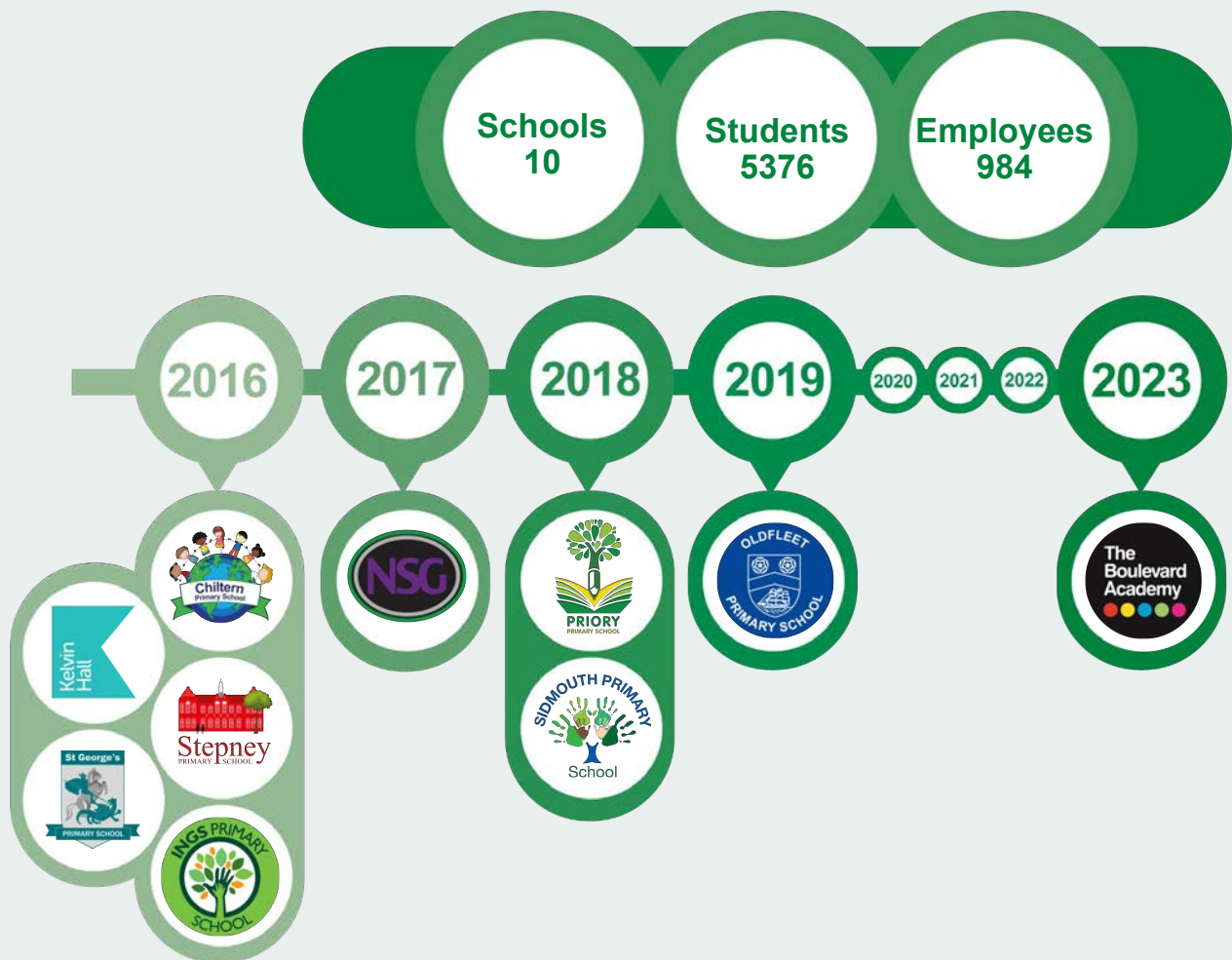
### Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



# Our Journey so far...

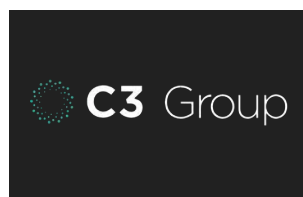


## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



**Cover Supervisor ( x3 positions)**  
**Salary: Grade 6 Point 13-19 (£20,680 - £22,914 actual salary per annum)**  
**Hours: 33 hours per week, Term Time + 5 Training Days**  
**Monday - Thursday 08:30 - 16:00 Friday 08:30 - 15:30 (30 minute unpaid break)**  
**Permanent**  
**September 2024**

The Boulevard Academy is part of Thrive Co-operative Learning Trust which was formed in September 2016 and is now responsible for 10 schools across Hull, 3 secondary and 7 primary schools.

The Boulevard Academy is looking to recruit to our Cover Supervisor Team that works to complement the professional work of teachers by providing the continuation of learning and effective supervision of classes in the absence of the usual teacher. Induction, ongoing training, support and guidance will be given.

Should you wish to have an informal discussion or arrange a visit, please contact Reception at The Boulevard Academy and ask to speak with Mr Williams.

**Closing date: Monday 17th June 2024, 12:00pm**

**Interviews: TBC**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



# Job Description

<b>Post Title</b>	Cover Supervisor
<b>Grade</b>	6
<b>Location</b>	The Boulevard Academy
<b>Reporting to</b>	Vice Principal

## Purpose of Role

To complement the professional work of teachers by providing cover and supervision for classes of pupils in the absence of the teacher, providing learning activities under an agreed system of supervision, supported by direction from teaching staff/SENCO/Leadership Team in line with school policies and guidance.

This will involve:

- Mainly responsibility for providing cover and supervision for classes of pupils in the absence of the teacher, including the delivery of planned lessons and learning activities to support the progress of pupils.
- Monitoring pupils; assessing, recording and reporting on pupils' achievement, progress and development.
- Additionally you may be asked, where appropriate to act as a tutor, in particular, supporting Literacy and Numeracy development activities for the specific group.
- Should no cover be required, there will be other agreed duties to support the school which may involve supporting pupils primarily with SEN, preparing and delivering learning activities to individuals or groups of SEN

## Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To promote the inclusion and acceptance of all pupils within the classroom.
3. Promote a school culture that takes account of the richness and diversity within all areas of the school community.
4. To establish productive working relationships with pupils, acting as a role model and setting high expectations in the learning environment.
5. To cover lessons in the absence of a teaching member of staff for short term absences, delivering pre-planned work in accordance with the teachers instructions.
6. To support departments, teachers, SENCO and the Senior Leadership Team to contribute towards the development and delivery of classroom learning activities.
7. To support all pupils and classes consistently whilst recognising and responding to their individual needs, delivering classroom learning activities.
8. To work with teachers where appropriate, evaluating and adjusting work plans as appropriate including accurate feedback on work where appropriate.
9. Administer and assess routine tests, exams where appropriate.
10. Support planned supervision of pupils around the school site.
11. Supervise pupils on school visits where appropriate.
12. Assist with the supervision of pupil needs and events outside the classroom as required.

1. To encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
2. To promote independence and employ strategies to recognise and reward achievement of self-reliance in our pupils.
3. To act as a tutor where appropriate, setting, maintaining and upholding school standards of punctuality, behaviour, uniform and other relevant areas, applying all school policies consistently.
4. To ensure tutor time is well organised where appropriate, enabling constructive activities to take place including; group discussion and positive group interactions;
5. Supervise all pupils in the classroom, ensuring that work set is completed.
6. Register and record pupil attendance in lessons.
7. Answer pupil queries in regard to learning activities in the classroom.
8. To assist with the supervision of pupils out of lesson times, including before, after school, and at lunchtimes.
9. To support whole school behaviour policy to create a positive climate for learning
10. To support SEN students and their progress as and when required both in and outside the classroom, when requirement to cover is not needed
11. To work flexibly in the interests of the school as required.
12. To participate in school support staff professional development and undertake staff development activities as appropriate, attending any relevant training and/or meetings.
13. To work in a professional manner with integrity, maintaining student and staff confidentiality.
14. Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
15. To comply with the school policies and codes of practice in relation to Health and Safety, Equality and Diversity.
16. Any other duties of a similar nature and level of responsibility as requested by the Headteacher or office manager

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children.
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	None

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.





		E	D	How Identified
<b>Qualifications</b>	GCSE in English & Maths at Grade C/ 4 or above	✓		AF, QC
	A continued commitment to CPD	✓		
	Qualified to Level 3 or Graduate in a relevant subject OR significant school experience		✓	
	Child Protection Qualification Level 1 or commitment to acquire qualification within the 1st Year	✓		
<b>Relevant Experience</b>	Working with young people both in small and Larger groups.		✓	AF, I, R
	Working with whole school classes		✓	
	Delivering learning activities for school whole classes		✓	
	Delivering learning activities for individuals/groups of specific pupils with additional learning needs.	✓		
	Working in a school environment or similar.		✓	
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	The ability to work independently and use their initiative	✓		
	Awareness of the importance of confidentiality	✓		
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	An understanding of school curriculum, age related expectations of learners.		✓	
	Knowledge of the key factors affecting the way young people learn.		✓	
	Knowledge of how to raise attainment, achievement and aspirations		✓	



		E	D	How Identified
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Good communication skills	✓		
<b>Written Skills</b>	The post holder should have a good standard of literacy and numeracy.	✓		AF, R, I
<b>Personal Qualities</b>	Have respect for the school's ethos and the ability to project a positive, professional image for the school.	✓		AF, I
	Ability to reach logical conclusions and make high quality reasoned decisions based upon available information	✓		
	Resilience, ability to deal with a large volume of work and heavy demands on one's time	✓		
	The ability to think and plan strategically	✓		
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



# How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact 01482 217898 or [info@theboulevardacademy.com](mailto:info@theboulevardacademy.com)

**Closing Date: Monday 17th June 2024, 12:00pm**

**Interview Date: TBC**



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