



LEARNING SUPERVISOR (FIXED TERM)

Samuel Whitbread Academy
Application Pack

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Welcome to BEST and thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

Elle Rees-Rinaldi
HR Assistant

ERees-Rinaldi@bestacademies.org.uk

Telephone 01462 629900

Samuel Whitbread Academy
Shefford Road
Clifton
Shefford
SG17 5QS

BEST VISION, VALUES & BELIEFS

BEST Vision Statement

To grow the BEST in everyone

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

BEST Values

We will:

Always put Children first

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

Collaborate to support and compete to challenge

Our schools work together to add value and compete to continually improve

Provide community based provision

Our schools form a coherent learning community at the heart of the Bedfordshire community

Have the courage to be compassionate

Our community treats all with trust, kindness and honesty

BEST Beliefs

We will:

Deliver BEST outcomes

Outcomes will be in the top 20% nationally

Provide BEST opportunities

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

Nurture talent

Our responsibility is to invest in our people and bring out the BEST in everyone

Operate a high autonomy, high accountability culture

Professionals will lead our system and take responsibility to continually raise standards

Lead through service

Leaders and followers will work together with mutual respect and shared responsibility

JOB DESCRIPTION

Learning Supervisor



JOB TITLE:	Learning Supervisor
BASED AT:	Samuel Whitbread Academy
SALARY/GRADE RANGE:	NJC Scale 3D Points 7-11 pro rata (FTE £20,092 - £21,748 – actual £17,418 - £18,853)
RESPONSIBLE TO:	Head of Department & Cover Manager
HOURS:	37.00 hours a week, term time only (to include 5 staff training days). Fixed term contract until 31st August 2022 linked to external funding limitations.

ABOUT BEST:

Bedfordshire Schools Trust (BEST) comprises ten flourishing academies and five nurseries delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

PURPOSE OF ROLE:

To cover in the absence of a Teacher by supervising pupils who are carrying out work set by the Teacher in advance and to support with department administrative tasks.

DUTIES AND RESPONSIBILITIES:

- Register classes as and when required by the Cover Manager.
- Direct the learning of classes as and when required by the Cover Manager under the direction of the Head of Department following the cover checklist provided by the Teacher.
- Organise and renew learning resources in association with Heads of the Science Department.
- Order consumable resources as required using the Academy order system.
- Provide administrative support to departments under the direction of the Head of Department to which they have been assigned when not required for the duties outlined above.
- Complete display work under the direction of the Head of Department to which they have been assigned when not required for the duties outlined above.
- Undertake any other associated task or duty as reasonably directed by the Cover Manager, within their competence.
- To be prepared to be trained and act as a First Aider.
- To be prepared to be trained and act as a Minibus Driver.

Note

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.

PERSON SPECIFICATION

Learning Supervisor

Attributes	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> Educated to GCSE level (or equivalent) with English and Maths at A*-C (grades 4-9) 	<ul style="list-style-type: none"> Educated to A-Level or above
Professional Experience	<ul style="list-style-type: none"> Previous experience of working in a school or educational establishment 	<ul style="list-style-type: none"> Previous experience in a classroom support role
Professional Skills & Knowledge	<ul style="list-style-type: none"> Understanding of the educational system and National Curriculum Ability to maintain discipline in a classroom situation 	<ul style="list-style-type: none"> Knowledge of behaviour management strategies
Personal Qualities	<ul style="list-style-type: none"> Willingness to undertake training Ability to work on own initiative Ability to work effectively as a member of a team Willingness to be trained and act as a First Aider Willingness to be trained and act as a Minibus Driver Effective communication and interpersonal skills including the ability to converse at ease in accurate spoken English with adults and children 	
Other	<ul style="list-style-type: none"> Knowledge of relevant safeguarding/ child protection legislation and best practice Values and respects the views and needs of children and young people Appropriate DBS clearance (before post is taken up) Must be willing to work in other Trust Schools 	

HOW TO APPLY

We use an application form, rather than asking for CVs for most vacancies. The application form ensures that all applicants present their information in the same standardised format and tell us only what we need to know.

Applications may be made online via the mynewterm website <https://www.mynewterm.com/> . If you would prefer a Word Application Form, one may be obtained by directly emailing Samuel Whitbread Academy via the contact details on page three of this application pack.

All applications must be received by the closing date of:

Closing date: Monday 3rd January 2022

Interview date: w/c Monday 3rd January 2022

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

We are committed to the safeguarding and promotion of children's welfare and all offers of employment are subject to DBS clearance and satisfactory references.

We look forward to receiving your application.

HR Team
Bedfordshire Schools Trust
BEST House
Shefford Road
Clifton
SG17 5QS

USEFUL LINKS



www.bestacademies.org.uk



www.camptonacademy.org.uk



www.etonbury.org.uk



www.gothicmede.org.uk



www.gravenhurstlower.org.uk



www.langfordvillageacademy.org.uk



www.lawnsideacademy.org.uk



www.pixbrookacademy.co.uk



www.robertbloomfield.beds.sch.uk



www.samuelwhitbread.org.uk



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www.bestnurseries.co.uk



www.bestteachingschool.org.uk