



Abbey Multi Academy Trust



Recruitment Application Pack

Cover Supervisor

Ref: LA152



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Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Cover Supervisor at Lightcliffe Academy.

In this pack you will find information that will inspire you to join our team, including details of the role and an insight into our ethos, approach and the high aspirations we have for ourselves and our students.

Lightcliffe Academy is on an exciting journey of improvement. As a member of the Abbey Multi Academy Trust we aim to provide the best possible environment for staff, students and the community we serve. Together we are both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and confidence to achieve rapid change.

The Academy has a dedicated and talented team who are committed to achieving the very best for our students. We are working hard to unlock the potential in Lightcliffe Academy as well as further developing our capacity through the appointment of new members of staff.

Joining us at this exciting time presents a career defining opportunity. We have begun our improvement journey that will take us to “good”, which will be an incredibly rewarding experience for everyone involved. All staff will benefit from a bespoke CPD offer as well as opportunities to work closely with colleagues in the Abbey Multi Academy Trust. Most importantly, our students will flourish and have a wealth of opportunities available to them.

If you are seeking a truly distinctive role within a unique environment, please arrange to visit us to see first-hand what Lightcliffe Academy and Abbey MAT have to offer.

We look forward to meeting you.

Roz Wood-Ives
Head of School - Lightcliffe Academy

Paul Cooper
Executive Principal

Catherine Garrett
Co-CEO/ Director of Education
Abbey Multi Academy Trust

Helen Pratten
Co-CEO/ Executive Principal (Primarys)
Abbey Multi Academy Trust

About Abbey Multi Academy Trust

Abbey Multi Academy Trust (Abbey MAT) is a Diocesan Multi Academy Trust, committed to delivering a quality education with a caring, Christian ethos.

Our overall vision is simple:

“To work in partnership to educate, nurture and empower”

Children and young people who attend Abbey MAT academies will find an environment that is welcoming, caring, calm, disciplined and purposeful. We want to ensure that young people have the highest aspirations for themselves and the opportunities to achieve their very best – as well as developing socially and emotionally, with the self-confidence to achieve success and fulfilment.

Our ambition is to establish an educational family of schools, serving the communities of West Yorkshire and the Dales Diocese. We’re excited about growing our network and passionate about unlocking the opportunities of working across all school age ranges, enhancing continuity of provision from 4 to 19.

Beyond that, we’ll work in true partnership with key stakeholders, equipping young people with the skills and experience to succeed beyond school, whether that be further and higher education, apprenticeships or employment with training.

We’ll also be outward facing, sharing our expertise more widely and working with other schools and academy trusts to develop our practice and enhance the quality of provision we offer our students.

Advert

Position: Cover Supervisor

Reference: LA152

Salary: C1 SCP 12-17 (£22,183- £24,491 FTE)
Actual salary £18,008 - £19,882

35 hours per week Monday to Friday, 39 weeks per year (Term time only + 5 days)

In Partnership to Educate, Nurture & Empower

Are you passionate about providing high-quality, inclusive education? Are you looking to join a dedicated Academy Trust that genuinely invests in and develops their staff? Then apply today to join **Lightcliffe Academy**.

This is an exciting time for Lightcliffe Academy as it continues on an improvement journey as part of Abbey Multi Academy Trust. Currently in Special Measures, we have set ourselves ambitious targets: to be rated as “good” at next inspection, reaching and sustaining “outstanding” thereafter.

You will be required to instruct students and supervise work that has been set in the absence of a teacher. To manage the behaviour of pupils in class and ensure the environment and atmosphere is conducive to efficient and effective learning.

We are seeking to recruit:

- a colleague looking to develop your career within a supportive team.
- able to encourage and enthuse students to achieve their full potential.
- someone who will subscribe to the ethos of the academy and go the extra mile in terms of time and commitment to get the very best for our students.

You will need to:

- have the ability to build good relationships
- have a flexible and adaptable approach
- have good communication skills
- understanding of safeguarding and confidentiality.

This is a genuinely exciting time to join our Academy and to play a part in the development of our Multi-Academy Trust. If you are looking to join an Academy with happy, positive and polite students and staff then we want to hear from you.

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the geographical areas of the Anglican Diocese of Leeds and Calderdale.

All our academies share in the Trust’s mission to work **In Partnership to 'Educate, Nurture and Empower'**. For more information about us or our academies please visit the following links:

<http://www.abbeymat.co.uk/>
<http://www.lightcliffeacademy.co.uk/>

Visits to meet the team and experience our wonderful atmosphere, are warmly welcomed and encouraged and can be arranged by contacting Recruitment@abbeytrust.org

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check. We promote diversity and want a workforce which reflects the population of Leeds.

Application & Shortlisting Process

Closing date: Monday 6th December 2021

Interview date: To be held soon after closing date

Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please note all sections of the Application Form should be completed. Supporting statements should evidence skills and experience against the requirements of the job description and person specification.

Completed applications should be returned by email to recruitment@abbeytrust.org

CVs will **not** be accepted in place of a completed Application Form.

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 320 1425

Invite to Interview

After the closing date, short listing will be conducted by a Panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

Candidates will be selected for interview entirely on the content of their application form. Candidates are advised to read the job description and person specification carefully before completing an application form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS and Barred List check will be required for this post.

Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies will not be accepted.

Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status;
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period;
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Abbey Multi Academy Trust is committed to safeguarding children. This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check and/or Barred List check.

References & Verifications

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from references will be taken up at interview.

Queries

If you have any queries on any aspect of the application process or need any further information or you would like the opportunity to have an informal discussion, please contact us via the Recruitment@abbeytrust.org email address.

Equality and Diversity

Abbey Multi Academy Trust promote diversity and want a workforce which reflects the population of Leeds and Calderdale. We are committed to creating and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our students. We aspire that staff are equally valued and respected, and students are encouraged to thrive academically.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

We acknowledge the following basic rights for all members and prospective members of our community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to be encouraged to reach one's full potential

These rights carry responsibilities and we require all members of our community to recognise these rights and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.

No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

JOB DESCRIPTION

Job title: Cover Supervisor

Salary Scale: C1 SCP 12-17 (£22,183- £24,491 FTE)
Actual salary £18,008 - £19,882
35 hours per week Monday to Friday, 39 weeks per year
(Term time only + 5 days)

Reporting to: Senior Leader – Academy Organisation

Overall purpose of the post:

- To instruct students and supervise work that has been set in accordance with the school policy in the absence of a teacher.
- To manage the behaviour of pupils whilst they are undertaking this work to ensure an environment and atmosphere conducive to efficient and effective learning.
- To promote the inclusion and acceptance of all pupils within the classroom.
- Responding to any questions from pupils about process and procedures.
- To deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lessons including details of any issues arising.
- To provide consistent and effective support in line with the requirements and responsibilities of your role.
- When not engaged in cover supervision the cover supervisor will support staff and learners in identified curriculum areas whilst working under the direction of relevant teachers.
- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.
- Participate in training and other learning activities and an annual performance review as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Contribute to the overall ethos/work/aims of the school.
- The postholder will also be required to provide supervision of students out of lesson times including during the break times and lunch break and therefore will be flexible taking his/her own break/lunch break.

Personal and Professional Conduct

- Demonstrates a high standard of personal and professional conduct and uphold public trust in the school by maintaining a high standard of ethics and behaviour both in and out of the work place.
- Has professional regard for and actively promote the ethos, policies and practices of the academy/school and maintain high standards in own dress, attendance and punctuality.

Cover Supervisor PERSON SPECIFICATION CRITERIA						
Qualifications		ESSENTIAL			DESIRABLE	
1	Good general level of education to GCSE, or equivalent including Maths and English GCSE Grades A* - C or equivalent (or other qualifications that demonstrate good literacy & numeracy skills)	A	I			
2	Recognised qualification in a related training/education field				A	
3	A track record of recent, relevant professional development	A				
4	Undertaken training related to student behaviour management				A	
5	Recognised ICT qualification				A	

Professional knowledge, skills and abilities		ESSENTIAL			DESIRABLE	
1	Minimum two years in student support or training role	A	I			
2	Knowledge of teaching and learning				A	I
3	Ability to work effectively with colleagues at all levels in school	A		R		
4	Well-developed time management, planning and organisational skills	A	I			
4	Sound judgement and ability to make decisions based on understanding of relevant information	A	I			
5	Adaptability to changing circumstances/ideas	A	I			

6	Ability to work under own initiative	A	I			
7	Ability to form professional relationships			R		
8	Reliable, punctual, flexible and adaptable			R		

Experience		ESSENTIAL			DESIRABLE		
1	Evidence of experience in a similar, Cover Supervisor or Teaching Assistant role.	A	I				
2	Experience of dealing with young people	A	I				
3	To be aware of policies and procedures relating to child protection, health, safety confidentiality and data protection				A	I	

Professional Attributes, Qualities and Values		ESSENTIAL			DESIRABLE		
1	Self-motivated with the ability to work under pressure and be proactive	A	I				
2	A Team player with enthusiasm and commitment	A		R			
3	Suitability to work with children	A	I	R			
4	Support the Christian ethos of the Academy Trust	A	I				

The criteria will be evidenced as indicated:

'A' refers to the candidate's application form and letter,
'I' to interview and
'R' to reference.

Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview