

## INFORMATION FOR APPLICANTS

### Cover Supervisor

Salary: £18,070 to £20,138 FTE (Scale 4 points 18 -21)  
£15,664 to £17,457 pro rata



Dear Candidate

Welcome to All Saints Academy Dunstable.



I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend. The summer results were the best in five years demonstrating the rapid progress All Saints is making.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

The Academy has had a turbulent time over the last two years but in January 2017 Ofsted stated "The new headteacher has set a clear vision for school improvement. Through rigorous determination she is now bringing direction and raised expectations of both staff and pupils.....The school no longer requires a category of concern. The school is now improving rapidly and continues its journey to being a good school."

If you feel you want to be part of our journey to Outstanding and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber  
**Principal**

### **INFORMATION ABOUT THIS VACANCY**

The post advertised is an additional role which will complement services already offered by the Cover Supervisor Team. The hours are 37 per week; 8.00 am to 4.00 pm Monday to Thursday and 8.00 am to 3.30 pm Friday.

### **INFORMATION ABOUT THE COVER SUPERVISOR TEAM**

As the successful candidate you will work with a colleague who is dedicated to giving our students the best possible opportunities to learn, grow and develop into mature young people who can aspire and strive to be all that they can be and achieve their full potential.

Currently, the Team consists of a full-time Cover Supervisor.

### **ACADEMY FACILITIES**

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole the accommodation includes:

- Five Science labs and a Science Studio Room
- Five Maths classrooms and a Maths Lecture Theatre
- Six English classrooms
- Three MFL classrooms
- Five Humanities classrooms
- Four labs for the teaching of Business Studies and ICT
- A further four rooms equipped with ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music
- A Recording Studio
- An amazing A Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area

# JOB DESCRIPTION

## Cover Supervisor

**Responsible to:**

Assistant Principal

**Core purpose:**

To look after classes of students in the Academy and conduct pre-planned lessons for absent teachers, providing guidance, advice and classroom management.

**Job description:**

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

**General duties and responsibilities:**

- Supervise work that has been set in accordance with the Academy policy.
- Collect work in advance of the lesson and ensure that required resources are in place.
- Advise teaching staff and Curriculum Leaders accordingly of the appropriateness of the work set.
- Take full responsibility for the behaviour of the students – following Academy protocols – while they are undertaking the work, to ensure a positive learning environment.
- Respond to any questions from the students about the work.
- Deal with any issues arising according to the Academy's policies and procedures.
- Collect in the completed work at the end of the lesson and return it to the appropriate teacher.
- Report back to the teacher and Curriculum Leader as appropriate on any issues arising from the lesson.
- Complete the evaluation of the lesson form at the end of the lesson and hand to the Curriculum Leader.
- Carry out all duties with due regard to the policies of the Academy.

This job description is not exhaustive and the post-holder will be expected to undertake any other duties as reasonably requested.

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

..... <b>Post holder</b>	..... <b>Date</b>	
..... <b>Line Manager</b>	..... <b>Date</b>	..... <b>Position</b>

### **Safeguarding**

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

# PERSON SPECIFICATION

## Cover Supervisor



	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level English &amp; Maths at Grades A*-C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>5 A*-C GCSE Grades including English and Maths</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Experience of working with young people between the ages of 11-19</li> </ul>
<b>Knowledge, Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>Empathy with young people – ability to build a strong rapport</li> <li>Ability to solve problems on a daily basis</li> <li>Ability to take a non-confrontational approach to resolve difficult situations</li> <li>Understanding of professional conduct between support staff, teachers and students</li> <li>Ability to use own initiative</li> <li>Ability to maintain order and discipline in a classroom</li> <li>Ability to follow both verbal and written instructions</li> </ul>	<ul style="list-style-type: none"> <li>Computer literate or willing to undergo in-house training</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to remain calm under pressure</li> <li>Flexible</li> <li>Hard-working</li> <li>Have high expectations of themselves and other within the Academy community</li> <li>Be pro-active to innovate</li> <li>A willingness to learn and develop new skills</li> <li>A desire to make a difference to the lives of young people</li> <li>A proven commitment to develop own professional learning</li> <li>Excellent attendance and punctuality</li> </ul>	

<b>Motivation</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible</li> <li>• Willingness to undertake further training as appropriate</li> <li>• Willingness to develop systems and procedures directly connected with the role</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding the welfare of young people in the Academy</li> <li>• Understanding of appropriate and inappropriate physical intervention with students</li> <li>• Commitment to the Academy's values and ethos</li> </ul>	

## **TIMELINE FOR RECRUITMENT PROCESS**

<b>Advertisement placed:</b>	w/b 18 September 2017
<b>Closing date for applications</b>	Thursday 5 October 2017
<b>Interviews</b>	w/b 9 October 2017
<b>To start</b>	<b>asap</b>

## ARRANGING A VISIT TO THE ACADEMY

We encourage prospective candidates to visit the Academy before making an application.

If you would like to arrange a visit, please contact Michelle Arnold, PA to Principal and HR Manager (01582 619700) to make an appointment.

## HOW TO APPLY

Please submit your application form, together with a letter of application (no more than two sides of A4), outlining your reasons for applying for this post. In your letter please make reference to information in the pack, particularly the person specification, and explain why you would be an ideal candidate for All Saints Academy and what qualities you will bring to the Team. Please do not send us a general letter; we really are looking for someone who is prepared to respond to us as an individual Academy. You can be sure that we will take time and care in reading your letter as we appreciate how much energy goes into it.

Please return your application and letter by email to [jobs@allsaintsacademydunstable.org](mailto:jobs@allsaintsacademydunstable.org) or by post to

Michelle Arnold  
PA to Principal and HR Manager  
All Saints Academy  
Dunstable  
Beds LU5 5AB

If you have any questions, please contact Michelle Arnold, PA to Principal and HR Manager, on 01582 619700.

We will acknowledge receipt of your application form and let you know as early as possible if you have been shortlisted for interview.