



Outcomes Focused, Child Centred



**Cover Supervisor Recruitment
Pack**

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Welcome from the Chief Executive

On behalf of the Northern Education Trust Board, welcome to the Northern Education Trust.

We are unwavering in our commitment to ensure that the outcomes our young people secure prepare them fully for life beyond school. Our Academies are happy and thriving communities where children both achieve and feel safe and cared for. As an inclusive Trust we strive to help young people overcome any barrier to learning.

We are a caring employer and invest heavily in professional development, allowing our staff opportunities to take the next steps in their career. We hope you find our website holds all the information you need to believe that whether you are a parent or prospective employee, your next steps should be taken with us.

Welcome from the Principal

I am incredibly proud to be the Principal of Walbottle Academy. I feel privileged to lead such a talented, committed and hardworking community of pupils and staff.

At Walbottle Academy, our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life. We demonstrate a relentless daily commitment to our high expectations as we prepare our pupils for the challenges of a rapidly changing world. We are keen to share and for our community to understand our vision and how this underpins all that we do:

“We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.”

It is a fantastic time to be part of our community and we firmly believe our staff will be incredibly successful as part of our academy and our Trust.

Mr M Wood
Principal

Northern Education Trust

Our Vision

We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

The 10 values which underpin our vision:

1. We care passionately about the education and welfare of young people
2. We believe that all young people, irrespective of background or ability will be successful in our Trust
3. We are not and will never be selective. We believe that local schools are for all children
4. We are always inclusive. Our mechanisms to support the most vulnerable child to succeed and overcome barriers to learning are a key aspect of our work
5. Our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life in modern Britain. This includes workplace skills and appropriate advice for future progression
6. We have high expectations of behaviour
7. We adopt the local authority admissions protocol and work closely with them
8. We would always wish to act in such a way that has a positive effect on a neighbouring school or community. We care passionately about children in all schools, not just our own
9. That all employees act with integrity and embrace the value that 'we are the Trust'
10. We work regionally and nationally to develop approaches to MAT improvement that influence the wider school-led system

Our Academy

Transformational, Exciting and Proud.

Walbottle Academy has recently experienced significant changes, including improvements to the students' culture of learning. The academy has a fantastic praise culture that encourages students to be proud of their work, share their learning and to celebrate their achievements. The positive environment Walbottle Academy provides, ensures local children are proud of their academy, proud of themselves and are encouraged to do well.

As the largest academy within Northern Education Trust, staff at Walbottle Academy describe it as a sleeping giant. Despite having only joined Northern Education Trust in 2020, Walbottle Academy has seen rapid school improvement throughout. The huge impact of the Trust on the academy has resulted in systematic changes, structural alterations and enhanced leadership that has all worked together to drive phenomenal positive changes for both staff and students. Through the sharing of the Trust's vision and values, Walbottle Academy's staff and students have been united through a consistent, outcomes focused approach to teaching and learning that has helped progression to continue.

Overall, Walbottle Academy is still early in its journey but has already felt the overwhelming positivity that comes from being part of Northern Education Trust. Its community is united on improving outcomes and life chances for its students, maintaining a high culture of expectations and creating a positive space for students to thrive. Staff work together to do everything they can to raise students' aspirations and push individuals to achieve their potential – enhancing the life chances of the children and young people in their care.

Across our trust our support staff benefit from:

- High expectations and standards of all students
- Praise culture for staff and students
- Highly present and supportive leaders
- A dynamic enrichment programme for staff to be part of
- Bespoke CPD opportunities through the NET Staff College
- Succession planning and career development opportunities across the trust
- Staff make automatic progress up the pay scale within their grade
- Opportunities for career progression through our DEEPS model including being part of the senior leadership team
- A central team who provide strategic and operational support as well as training
- A large, dynamic and highly valued support staff team
- Access to Health Assured our wellbeing employee assistance programme

Academy life

For the most recent updates on academy life visit:

Web: <https://wba.northerneducationtrust.org>

Twitter: [@NETWalbottle](https://twitter.com/NETWalbottle)

Facebook: <https://www.facebook.com/NET-Walbottle-Academy-100472772053946>

The Application Process

Thank you for your interest in this role within Walbottle Academy.

The information, job description and person specification have been provided to help you decide whether you wish to apply and, if so make an effective, good quality application.

Please take the time to match your skills, experience and aspirations against these when reaching your decision.

The Application Form

It is important that you complete all sections of the form and you provide full accurate information in each section. CV's will not be accepted.

After the closing date all applications will be examined and shortlisting will take place. You will be notified at this point if your application has been unsuccessful by email or you will be invited for interview.

Details of interviews and any required tasks that you may need to prepare for will be sent to you. At this point references will be sought if permission has been given.

On the day of interview, you will also be asked to bring various forms of identification and original certification as declared on your application.

Post interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a verbal offer of employment which will be followed up with a conditional job offer.

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter

Further Information

Please return completed application forms to wba-recruitment@northerneducationtrust.org by 21st September 2021.

For further information contact Sophie Martin on telephone number 0191 2678221 or email s.martin2@northerneducationtrust.org

Walbottle Academy is committed to Safer Recruitment. Pre-Employment Checks will be undertaken prior to appointments being confirmed. Positions are subject to Enhanced DBS Checks. We expect all adults who work in our academy to share our commitment to Safeguarding and the Health and Well-Being of our Students.

Job Description



Northern Education Trust – Job Description

Job Title:	Cover Supervisor		
Base:	Walbottle Academy		
Reports to:	Attendance Manager / Cover Manager	Grade:	NJC SCP 13 – 17
Service responsibility:		Salary:	£22,627 - £24,491 (FTE, Salary to be pro rata)
Additional:		Term:	32.5 hours/39 weeks

JOB PURPOSE

- To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programs with individuals/groups in or out of the classroom, managing student behaviour and supervising whole classes during the short term absence of teachers

RESPONSIBILITIES:

1. Supervising the pupils on work left in accordance with the Academy policy
2. Assisting in preparing the learning environment and the materials used therein
3. Assisting with the management of student behaviour to ensure a constructive working environment and promote positive behaviour
4. Responding to pupils about the work that has been set
5. Collecting any work completed after the lesson and returning it to an agreed person/place
6. Leaving the room in good order at the end of the lesson
7. Supervising entry and departure of pupils in accordance with Academy policy
8. Recording and reporting attendance at lessons in accordance with Academy policy
9. Assisting in exam invigilation under the supervision of the examinations officer
10. Reporting back as appropriate using the Academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising
11. Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
12. Following Academy policies and procedures especially those relating to Child Protection and health; safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
13. Respecting confidential issues linked to home/pupils/teacher/Academy work and to keep confidences as appropriate
14. Escort and supervise pupils on educational visits and out of Academy activities
15. Use ICT effectively to support pupils learning

16. Develop and promote positive relationships with pupils, acting as a role model and setting high expectations
17. Promote the inclusion and acceptance of all pupils within the classroom
18. Support pupils consistently whilst recognising and responding to their individual needs
19. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
20. Promote independence and employ strategies to recognise and reward achievement of self-reliance
21. Provide feedback to pupils in relation to progress and achievement
22. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested
23. Contribute to the overall ethos/work/aims of the Academy
24. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils
25. Attend and participate in meetings as required
26. Participate in training and other learning activities and performance development as required
27. Recognise own strengths and areas of expertise and use these to advise and support others
28. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
29. Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
30. Demonstrate and promote commitment to Equal Opportunities and to the
31. Elimination of behaviour and practices that could be discriminatory

GDPR

32. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date:

Person Specification

Northern Education Trust
Post: Cover Supervisor
PERSON SPECIFICATION

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
QUALIFICATIONS				
1.	NVQ level 2 or equivalent in a relevant discipline, e.g. Supporting Teaching and Learning OR appropriate experience	E	✓	
2.	Willingness to obtain and / or enhance qualifications and training for development in the post	E	✓	
3.	NVQ Level 3 or equivalent in a relevant discipline, e.g. Supporting Teaching and Learning OR appropriate experience	D	✓	
4.	Training in a particular subject or area, e.g. Literacy, ICT, Maths, Humanities, Dyslexia, Aspergers	D	✓	
5.	First Aid training	D	✓	
6.	Child Protection training	D	✓	
7.	5 GCSE's or equivalent, including English and Maths	E	✓	
EXPERIENCE				
8.	Experience of working with or caring for children of the relevant age	E	✓	✓
9.	Experience of school policies relating to Health & Safety, behaviour, attendance, Equal Opportunities, Child Protection	E	✓	✓
10.	Experience of supporting teaching staff in the development and education of pupils, including the provision of specialist skills and knowledge	E	✓	✓
11.	Experience of behaviour management with children of the relevant age	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
12.	Be familiar with the full range of school policies	E	✓	✓
13.	Have the necessary skills to manage safely classroom activities, the physical learning space and resources	E	✓	✓
14.	Understand and be able to use a wide range of strategies to deal with classroom behaviour as a whole and individual behavioural needs	E	✓	✓
15.	Ability to use ICT effectively to support learning	E	✓	✓
16.	Ability to relate well to children and adults and build and maintain successful relationships	E	✓	✓
17.	Able to work constructively on your own initiative and as part of a team	E	✓	✓
18.	Excellent numeracy and literacy skills	E	✓	✓
19.	Knowledge of First Aid	E	✓	✓
20.	Able to liaise sensitively and effectively with parents and carers	E	✓	✓
21.	Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	D	✓	✓
22.	Ability to use other technology as required.	D	✓	✓
PERSONAL QUALITIES				
23.	Pleasant and friendly manner	E	✓	✓
24.	Polite and punctual	E	✓	✓
25.	Reliable	E	✓	✓
26.	A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy	E	✓	✓

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
27.	Flexibility	E	✓	✓

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