



**RECRUITMENT INFORMATION PACK**  
**Cover Supervisors X 2**

**Welwyn Road  
Ingleby Barwick  
Thornaby  
Stockton-on-Tees  
TS17 0FA**

## **RECRUITMENT INFORMATION PACK**

### **Contents**

Principal letter	3
Introduction	4
Delta Academies Trust Vision and Values	5
Why work for Delta Academies Trust	6
Application Process	7
Vacancy Advertisement	8
Job Description	9
Person Specification	11

May 2018

Post: **Cover Supervisor**

Dear Applicant

Thank you for your interest in this exciting opportunity to join our thriving new Free School. We are looking to appoint a flexible, innovative, enthusiastic and hard-working colleague to join us at this important time in the school's development. This is a fantastic opportunity for the right colleague to help in continuing to shape the ethos and aspiration of our already highly regarded school. In particular, you will be joining us as we begin with our founding cohort on the formal journey to GCSE success.

Ingleby Manor Free School & Sixth Form opened its doors in temporary accommodation in September 2014 with an initial founding cohort of 73 students against an admission number of 120. The school now has 470 students on roll. For 2017/18's application round we have received over 500 applications for our 120 places with nearly half of these being first preferences.

If you feel the challenge and opportunity outlined above is one that excites and motivates you then I would be delighted to receive an application from you.

Yours sincerely

**Ray Parkinson**  
**Principal**

## INTRODUCTION

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at [www.deltatrust.org.uk](http://www.deltatrust.org.uk)

## **VISION AND VALUES**

### **VISION 'CHANGING LIVES'**

#### **Mission Statement**

To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.

#### **Strategies**

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money.
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement.
5. Train and develop high quality teachers and staff.
6. To create a generation of young people who are socially and environmentally responsible.
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom.

### **CORE VALUES**

We will:

- Place children and pupils at the heart of everything we do.
- Place collaboration before competition, working with others for the betterment of all.
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives.
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty.
- Never to anything to the detriment of learners, staff or other stakeholders, in a neighbouring community.
- Adhere to the 'Seven Principles of Public Life'.
- Promote environmental awareness and protection locally, nationally and globally.

---

## **WHY WORK FOR DELTA ACADEMIES TRUST?**

Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.

You will work alongside professionals in a fast-paced and dynamic environment.

You will develop your skills alongside like-minded colleagues.

Delta academies work and collaborate as a family of schools. This provides colleagues with a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others, and seek further promotion as they take on responsibilities across academies or at a whole Trust level.

Career Development – Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.

Pension – Every employee of Delta Academies Trust has access to a pension scheme.

There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

## **THE APPLICATION PROCESS**

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at [www.deltatrust.org.uk](http://www.deltatrust.org.uk)

Completed applications should be returned to [jobswest@deltatrust.org.uk](mailto:jobswest@deltatrust.org.uk) or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

### **Queries**

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>



**COVER SUPERVISOR X 2**  
**Grade E, pt. 20 - 22**  
**(£19,819 - £21,074 FTE)**

**Permanent**

**Hours: 37 hours per week, 37 weeks per year**

**Required as soon as possible**

Ingleby Manor Free School & Sixth Form are seeking to appoint two outstanding Cover Supervisors to join the team as soon as possible.

Cover Supervisors work under the guidance of the Senior Leadership Team and Heads of Department to deliver class work to students in the absence of their classroom teacher.

As a Cover Supervisor, you will be able to demonstrate a students with the opportunity to achieve high standards.

This role will suit applicants with outgoing personalities who are looking for an exciting and rewarding career working in a classroom-based setting.

For more information about the roles or how to apply, please see refer to the details below.

Visits to the academy are welcome by prior arrangement. Please contact the academy on 01642 352450.

**Closing Date: Wednesday 16<sup>th</sup> May 2018 at 12 noon**

An application pack can be downloaded from <http://recruitment.deltatrust.org.uk/>  
or by contacting our recruitment team on 0345 196 0095  
or email [jobswest@deltatrust.org.uk](mailto:jobswest@deltatrust.org.uk)

Delta Academies Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service Check.

## Job Description

**Post:** Cover Supervisor  
**Grade:** Grade E (pt. 20-22)  
**Responsible to:** Vice Principal

### Purpose of the role:

To provide supervision of students across the 11-16 age range. Successful candidates will need to respond to questions, generally assist students to undertake set activities and to uphold standards of behaviour in the classroom. In addition to cover needs, there will also be a requirement to work alongside existing staff in specific curriculum areas providing general support for departments. This is a key role in supporting the day-to-day running of the school and the successful applicant must be IT literate and competent in using a variety of software packages.

### Main Duties and Responsibilities:

- To supervise student learning by delivering cover work that has been set in accordance with academy policy, following the supportive learning framework.
- To manage the behaviour of students while they are undertaking their work ensuring a positive and purposeful classroom environment is established.
- To respond to questions and generally assist students to undertake the set activities within the lesson.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To provide feedback to pupils in relation to progress and achievement.
- To deal with problems or emergencies according to the school's policies and procedures.
- To ensure that all work is collected and returned to the classroom teacher.
- To provide accurate and effective feedback and reports to the teacher on pupil achievement, progress and other matters ensuring the availability of appropriate evidence.
- To recognise student achievement in accordance with the schools rewards policy.
- To work with and liaise with the Learning Facilitator's who may be supporting individuals within the cover lesson.
- To provide additional support to identified classes during times when cover lessons have not been allocated.
- To support lunchtime duties.
- To support whole school detentions
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To undertake the role of form tutor.
- To contribute to the invigilation of public examinations.
- There may be a requirement to work across the group of SPT academies in a cover supervisor capacity within the local geographical area by negotiation.
- During periods when no cover lessons are allocated, to fulfil other responsibilities as delegated by Principal and the Vice Principal.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- To be responsible for managing and organising cover for absent staff both teaching and non-teaching.

- To be responsible for organising and providing induction and support for supply staff both teaching and non-teaching.
- To be responsible for ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.
- To be responsible for the management and maintenance of the school diary
- To arrange and communicate day-to-day changes in staffing and rooming (eg: planning for timetable/staffing changes as a result of exams, in-house events, educational visits etc)
- To buy in additional cover as required
- To communicate unplanned absences to learning and faculty leaders/ line managers
- To ensure appropriate cover work is available for cover staff in line with academy policy
- To use the Sims system to keep a record of staff absence and provide accurate reports
- To work under the guidance of senior teaching staff to provide cover for planned and unplanned absence of teachers within the agreed system of supervision

#### **General**

- Undertake any other duties as reasonably required by the Principal.
- Contribute to the life of the school community, and to support its ethos and policies.
- Appreciate and support the role of other professionals
- Participate in appraisal, training and professional development as required
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Be aware of the specific issues relating to Health & Safety in your area and make appropriate assessments of any risk.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- This is not an exhaustive job description and does not intend to specify the proportion of time spent on any of the duties outlined herein.
- The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such it may be subject to amendment after consultation to meet the changing needs of the academy

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be subject to change, following consultation between the post holder and the Academy.

## PERSON SPECIFICATION

### Cover Supervisor

	Ess	Des	MOA
<b>KNOWLEDGE/QUALIFICATIONS</b>			
GCSE or equivalent in English and Maths at Grade C	✓		A/C
Knowledge of general office procedures and practice	✓		A/C/I
Knowledge of SIMS	✓		A/I
A recognised and relevant vocational qualification (NVQ level 3) and/or equivalent practical work experience	✓		A/C/I
HLTA status		✓	C
<b>EXPERIENCE</b>			
Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality	✓		A/I/R
Working within a school and team environment	✓		A/I
Working within a partnership context, including co-ordinating collaborative activities and plans	✓		A/I
<b>SKILLS</b>			
Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met	✓		A/I/R
ICT skills to produce quality reports and documents, and to create and manage simple databases	✓		A/I
Able to communicate effectively both orally and in writing with a wide range of people	✓		A/I
Ability to work as part of a team	✓		A/I
Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions	✓		A/I
Ability to be well organised and accurate in all aspects of the role with the ability to prioritise	✓		A/I
Ability to work well under pressure and to respect sensitive and confidential work	✓		A/I/R
Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations, even when working remotely	✓		A/I/R
Ability to use SIMS	✓		A/I/R
Ability to use other ICT packages as required	✓		A/I/R
<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>			
Diplomacy and discretion and the ability to appropriately manage confidential information	✓		A/I
Proven ability to work as a team member to achieve goals in effective co-operation	✓		A/I
To display a responsible and co-operative attitude to working towards the achievement of the organisation aims and objectives	✓		A/I
Commitment to own personal development and learning	✓		I

A commitment to abide by and promote the Academies' Equal Opportunities, Health and Safety and Child Protection Policies	✓		A/I
The ability to travel independently across the Trust		✓	A/I
The post holder will require an enhanced DBS	✓		C

Key: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference