

Secondary

Academy  
Transformation  
Trust

Cover Supervisor

# Application Pack

The Queen Elizabeth Academy  
Witherley Road  
Atherstone  
CV9 1LZ

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# 01. About Academy Transformation Trust



## Our Mission

Transforming lives by *putting education first*.

## Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

## Our Values

### Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

### Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

### Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

### Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

To learn more about our story/journey, please read our [ATT Magazine](#)

# Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

## Our Priorities: Big Moves

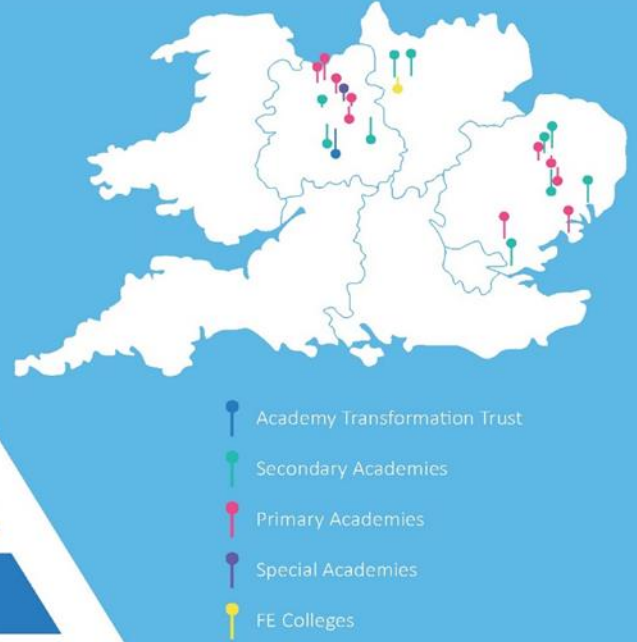
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



ATT | 21 Academies

Local Authority Areas | 10

Staff | 1720

Primary | 409  
 Secondary | 1130  
 Special | 30  
 FE | 76  
 Other | 75

Learners | 13,334

Primary | 2711  
 Secondary | 9280  
 Special | 45  
 FE | 1298

Governance

People Engaged | 120+  
 Trustees | 10  
 Members | 4

Finance

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

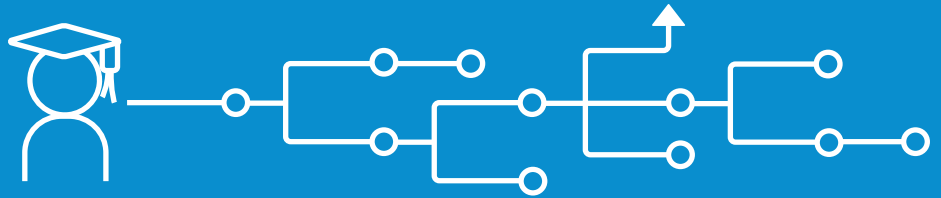


1 Outstanding

19 Good

1 Requires Improvement

# 02. Career Testimonials



## Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

## Sarah Tranter | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

## Nicola Powling | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

## Janye Sargant | SEND Assistant

My career at Bristnall Hall Academy began in 2004; throughout this time, I have been fully supported in developing my role as a SEND Assistant. The department has continued to grow over this time, with Mental Health and Safeguarding becoming prevalent, therefore I felt it paramount to develop myself within this area. The academy fully supported me in studying a Diploma in Counselling and Mental Health Awareness Course alongside additional courses; my role now incorporates me being a Mental Health Champion and Safeguarding Link for SEND. The professional development offered by the academy has allowed my passion in both SEND and nurturing to continue to support our most vulnerable students.

# 03. Academy Information



## The Queen Elizabeth Academy

Based in Atherstone, Warwickshire, The Queen Elizabeth Academy is part of the Academy Transformation Trust family of academies.

TQEA is an 11-16 mixed comprehensive academy with a vibrant learning atmosphere, a dedicated and supportive network of staff and exciting plans for the future. With a brand new school building, which opened in November 2016, this really is a great place to work.

The academy's vision is for all students to realise their full potential, equipping them with the skills and qualities required for success in the competitive 21st century. We are committed to raising standards and providing students with exceptional opportunities to support learning. We look for a number of outstanding qualities in our staff: an innovative and creative approach to their work; enthusiasm, positivity and an unfaltering commitment to our students' success, along with an open-minded, proactive attitude to working within a team. We want individuals who want to go the extra mile for our community and have an absolute commitment to safeguard our students.

Teamwork is at the heart of everything we do and by working together we aim to secure a successful future for all. We encourage those interested in joining our school to spend some time with us to gain a real understanding of our ethos and what we have to offer. The dedication of the staff and the enthusiasm of the students, coupled with the support of our parents and carers, makes this a very special place.

To find out more, please visit: [tgea.attrust.org.uk](http://tgea.attrust.org.uk)



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

Transformational Teaching

Transformational Services

## Professional Development at ATT:

# 04. The ATT

### What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

### PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

### Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

[academytransformationtrust.co.uk/institute](https://academytransformationtrust.co.uk/institute)

# 05. Job Description

## Cover Supervisor, Secondary Academy

### Job Purpose:

To provide outstanding supervision for students when their teacher is not present. The continual improvement of cover supervision. Supporting and maintain curriculum cover at all Key Stages to students and staff.

### Key responsibilities are:

- Supervise and support students and teachers during lesson times ensuring they undertake work set by the teacher or department.
- Support students in completing work set.
- Promoting a positive learning environment and an achievement culture.
- Being an exemplary role model for students and colleagues.
- Promoting caring and productive relationships.
- Provide cover in all subject areas in the absence of teaching staff.
- First line of responsibility for the management of student behaviour.
- Maintain high standards of behaviour and completion of behaviour referral to relevant staff and supporting in 'pay-back sessions' if required.
- Report and record student's attendance.
- To work with the Senior Leadership team and Curriculum leaders in maintaining and creating academy and classroom displays.
- Exam invigilation/ acting as reader/scribe to students as necessary.
- Clerical and administration tasks when required.
- Engage in on-going professional development and training.
- Health and safety – maintaining and safeguarding students, staff and equipment.
- Undertake the role of co-tutor as designated.
- Engage in enhancement and enrichment programme of activity.
- When cover is not required, work alongside teachers and Learning Support Assistants in a supporting role including but not limited to, listening to students read, renewing or replacing displays and developing learning resources.
- Additional duties during social time in line with other members of teaching staff.
- Participate in staff training days and other training opportunities in disaggregated time, as required.
- Participate in Performance Management.
- Participate fully in team self-reviews and other agreed procedures for monitoring the quality of provision.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.



- To represent the academy in any civil and court proceedings and give evidence if necessary.
- To play a full part in the life of the academy community and to support its goals.
- To adhere to and promote the academy's corporate policies.
- To be responsible for own health and safety and that of students and staff, in accordance with the Health and Safety policies to ensure wellbeing of all people on site.
- To take an active role in supporting Academy systems and policies for inclusion and behaviour as appropriate.

## Job Context

- To deliver cover lessons under the direction and deployment of the Cover Supervisor.
- To support leaders in maintaining and creating exciting academy and classroom displays.

## Additional Information

- To work towards the Academy Improvement Targets to ensure progress of attendance within the designated areas of responsibility.
- To be an advocate and advisor in supporting parents/students within the academy by assisting their decision-making process for informal meetings and legal hearings.

Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified. The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.

# 06. Person Specification

## Cover Supervisor

	Essential	Desirable
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE standard.</li> <li>• Strong numeracy and literacy skills (level 2)</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent and relevant continuing professional development</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team and liaising with colleagues</li> <li>• Experience in improving attendance and strategies to support students</li> <li>• Knowledge and experience of Safeguarding policies and practice</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a secondary school or working with young people</li> <li>• Evidence of working with young people who have barriers to learning</li> <li>• Experience of working with the police, parents and other external agencies.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Competent and confident in the use of ICT and Microsoft office</li> <li>• Excellent communication skills, written and verbal</li> <li>• Excellent interpersonal and organisational skills</li> <li>• Ability to work independently</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of school attendance data and ability to analyse attendance data.</li> <li>• Knowledge and understanding of support available through external agencies.</li> <li>• Knowledge of Local Authority procedures to support attendance</li> </ul>

# 07. How to Apply

## Cover Supervisor

### Applying:

Please apply by visiting [www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)



### Status:

Permanent  
31.65 hours per week, 39 weeks per year (term time only)

### Salary:

NJC 8 - 15  
Actual Salary: £19,123 - £21,404  
FTE: £25,992 - £29,093



### Closing Date:

Friday 20<sup>th</sup> December 2024 at 9am or sooner should we receive sufficient applicants

### Start Date:

As soon as possible



### Interviews:

To be confirmed




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 @AcademyTrust

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