



Cover Supervisor (MAT COVER)
37 hours per week, Term time plus 5 days

Salary Band: NJC 11-17 £23,669 – £26,092 Actual Annual Salary
Term time plus 5 days

Required: ASAP Till 31st July 2025
Interview Date: wc 13th January 2025

Closing date: Monday 6th January 2025

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December 2024

Dear Colleague

Thank you for taking an interest in joining our staff team here at Bradford Forster Academy. Bradford Forster has an excellent team of staff and this is an exciting time to join us.

Bradford Forster Academy is an 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has approximately 1000 students on roll. Within BDAT there is an exciting opportunity to work across a variety of growing and diverse schools.

Bradford Forster Academy is a student-centered place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to provide the best education possible and our strapline underpins all we do: 'Everything is possible for one who believes' (Mark 9:23). The academy serves a multicultural community in which many of our students experience high levels of economic and social disadvantage. As Principal, I am fortunate to work with a talented staff team who demand the highest standards from themselves and our students and deliver this with great commitment and enthusiasm. We believe that valuing all members of staff is how we get the very best out of everyone. Every member of staff has their own part to play in ensuring that our school is a special place to be.

There is a strong emphasis on relationships between staff, students, and parents; the Form Tutor is the first point of contact with the family. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD (CONTINUED PROFESSIONAL DEVELOPMENT) programme consisting of internal and external courses and training, which are intended to develop staff expertise. We are committed to growing our own, and we know that excellent CPD for all staff will ensure that staff can progress within our own academy.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for making a difference and would like to visit us, then please get in touch.

I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes

Mrs Gemma Earles, Principal

Vision and Ethos

'Everything is possible for one who believes' (Mark 9:23)

The vision for the Academy is to further raise the hopes, aspirations and ambition of our students, their families and the local community, by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, the best student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles, enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promoting self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.

We set high standards and have high expectations for both learning and personal development. We strive to set our children on the best path for their future, by instilling self-belief and self-confidence in what they can achieve.

Ethos and Culture

In creating a successful ethos, culture and climate in the Academy, the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff, there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.

The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day. Whilst our student-centred learning is founded on a Christian ethos, Christian values and Christian principles underpin our work, our students are supported to explore their own spirituality and to recognise and understand the beliefs of others.

Application Process

The closing date for all applications is **Monday 6th January 2025**

Applications are to be made via [MyNewTerm](#)

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

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

All appointments will be subject to an enhanced criminal records check.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at the interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation, or disability. The person specification sets out the criteria used to assess candidates through the selection process.

About BDAT

Bradford Forster Academy is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE (Inclusion, Compassion, Aspiration, Resilience and Excellence)

At BDAT we have considered the importance, effectiveness, and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE." To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop, and retain our staff. The faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice.

By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

Job Description

Post title: Cover Supervisor (Mat Cover)
Reporting to: Cover Manager

The following information is furnished to assist staff joining the Academy to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

PRIME OBJECTIVES OF THE POST

To provide cover supervision in the short-term absence of teachers and, support teams in other areas such as resource development.

RANGE OF DUTIES

- Work under guidance of teaching/senior staff with an agreed system of supervision.
- Implement agreed work programmes with individual students, small groups, or whole classes, in or out of the classroom.
- Assist teaching staff to plan, manage and prepare teaching resources.
- Supervise whole classes during short-term absence of teaching staff (limited to 3 consecutive days), keeping students on task and maintaining good order.
- Mark and assess student's work where there are predetermined answers.
- Accurate recording of achievement/progress.
- Administer and assess routine tests which have predetermined answers and involve no element of professional judgment or assessment.
- To invigilate tests and examinations as required.
- Establish productive working relationships with students and setting high expectations.
- Maintain computerised and manual records/management information systems.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Provide feedback to students in relation to progress and achievement.
- Work with teaching in lesson planning, evaluating, and adjusting lessons/work plans as appropriate.
- Monitor and evaluate student responses to learning activities.
- Provide objective and accurate feedback and reports as required to the teacher on student achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Promote positive values, attitudes, and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Provide general clerical and administrative support, administer coursework, produce worksheets for agreed activities.

- Implement agreed learning activities/programmes, adjusting activities according to student response/needs.
- To undertake break and lunch duties/activities as required.
- To take part in academy visits.
- To provide resources for and be responsible for putting up displays around the academy.
- To contribute and participate in the academy professional development program.
- Representing the academy internally and externally as required.
- Providing a visible presence in the academy and providing a good role model for staff and students alike.
- To uphold the high aspirations and expectations of the academy and support other staff in doing so.
- To support the academy ethos, which is explicit about Christian truths and teaching and in which each individual can freely explore their own faith and spiritual matters.

MAIN DUTIES

OTHER SPECIFIC DUTIES

- As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities.
- To contribute to the overall ethos and aims of the academy.
- To participate in professional and personal development programmes as required, including training and performance review.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.
- To be aware of and comply with all academy policies and procedures including health & safety; security; confidentiality; equality and data protection, reporting all concerns to an appropriate member of senior leadership team.
- To appreciate and support the work of other professionals.
- To undertake any other duties commensurate with the grade of the post.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Bradford Forster Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to have a clear enhanced Disclosure and Barring Service (DBS) check.

Due to the nature of the post, there may be a need to work outside of normal working hours and off academy premises, as required by the Principal.

The academy operates a strictly no smoking policy.

NOTE

As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and working environment that enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

Post Title: Cover Supervisor (Mat Cover)

	Essential	Desirable	Evidence base
Qualifications	<ul style="list-style-type: none"> • 5 A* - C GCSEs (including English and Maths) or equivalent • 2 A levels, NVQ level 3 or equivalent experience 	<ul style="list-style-type: none"> • Additional qualifications relating to practical skills, education, health/ social services • First Aid qualification 	<ul style="list-style-type: none"> • Application form • Interview
Experience	<ul style="list-style-type: none"> • Experience of working with young people • Awareness of safeguarding policies and procedures 	<ul style="list-style-type: none"> • Experience of working in a similar role in a secondary school 	Application form Interview
Training	<ul style="list-style-type: none"> • Willingness to undertake training in relevant areas 		Application form Interview
Specialist knowledge and experience	<ul style="list-style-type: none"> • Understanding of how to respond flexibly to young people's learning needs • Knowledge, understanding and commitment to safeguarding and promoting the welfare of students • Ability to work successfully with students who demonstrate challenging behaviour • Ability to use ICT (Information and Communication Technology) for recording, monitoring and reporting • Understanding of the needs of students in a multi-cultural society • Knowledge of the development of young people and their needs • Commitment to promoting the safety and welfare of students. 		Application form Interview

Disposition and Adjustment	<ul style="list-style-type: none"> • Ability to relate well to pupils and adults • Work constructively as part of a team • Ability to remain calm under pressure • Self-motivated individual • Able to work without supervision • Able to make decisions within established guidelines • Flexibility and willingness to accept change • Approachable, courteous, and able to present a positive image of the school to callers and visitors • Maintain confidentiality in matters relating to the school, its pupils, staff, parents, and carers 		Letter of Application, Interview, and reference
Physical and Sensory	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010. 		Interview and reference
Christian Ethos	<ul style="list-style-type: none"> • Commitment to promoting the Christian ethos, values, and truths in all elements of Academy life and education. 		Application form and interview

This Personnel Specification

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

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We are seeking to appoint a Cover Supervisor who will provide cover supervision in the short-term absence of teachers and support teams in other areas such as resource development.

This is an exciting opportunity for an individual committed to promoting the welfare of young people, and with previous knowledge and experience at a suitable level within an educational or similar setting.

The successful candidate will:

- Work under guidance of teaching/senior staff with an agreed system of supervision.
- Implement agreed work programmes with individual students, small groups, or whole classes, in or out of the classroom.
- Assist teaching staff to plan, manage and prepare teaching resources.
- Supervise whole classes during short-term absence of teaching staff (limited to 3 consecutive days), keeping students on task and maintaining good order.
- Mark and assess student's work where there are predetermined answers.
- Encourage students to interact and work co-operatively with others and engage all students in activities.

We can offer you:

- An attractive, very well-resourced working environment.
- Effective and supportive colleagues.
- Opportunities for personal and professional development.

Closing Date: Monday 6th January 2025

For full details, application form with information pack, please visit the [MyNewTerm](#) website

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).