



Orchard
Primary Academy



APPLICATION PACK

Cover Supervisor
32.5 hours TT + 1 day
Grade 7 £22,545.00
Permanent role

Respect – Responsibility - Aspiration



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- If you have any queries regarding the application process, please contact our school office on 01924 469578
- Closing date for applications: Thursday 16th January at 9am
- Interviews: Date TBC



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Orchard Primary Academy, a proud member of the highly regarded Trust, South Pennine Academies. If you are impressed by our values, mission and reasons to join our amazing academy, then we would love to hear from you.

Orchard was last inspected in June 2022 where we achieved a good judgement in all areas following a 5-year improvement journey. Inspectors stated that Orchard is a happy place for children to learn and that relationships are rooted in mutual respect. They also recognised that staff shared the same ambitious vision as senior leaders and that they felt supported and proud to be a part of the academy.

Staff at Orchard are very clear on their 'why'. They know exactly what motivates them to walk through the doors each day: improving the life chances of some of the most vulnerable children. School life is not always straight forward at Orchard due to the complexities of the community that we serve. However, the team are 'in-it-together' and work tirelessly to support one another other and constantly improve for the children. No two days are the same at Orchard which makes it an exciting and rewarding place to work.

We are looking for people to join our team who absolutely buy-in to our view that all children can achieve: no matter their starting point or barrier. We are looking for the very best at what they do, people who take responsibility, are open to feedback and continuous learning, but most of all, people who have the very highest expectations of what our children can do and achieve.

If this is a position that appeals to you and you have the passion to make a positive impact on the life chances of our children and want to be a part of the Orchard team, then we would very much like to hear from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at office@orchardprimaryacademy.org or call 01924 469578. We also strongly encourage you to visit us in person so you can get a feel for what we do at Orchard and also visit our website to find out more about us (<https://www.orchardprimaryacademy.org>)

Yours sincerely;

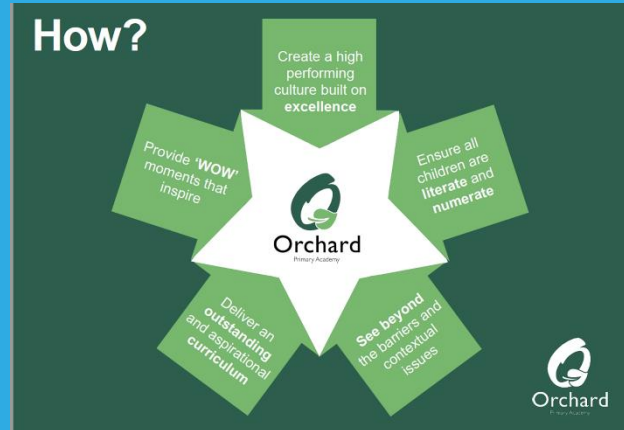
Mr Matt Carbutt
Executive Principal

Miss Faye Hirst
Head of School

ABOUT ORCHARD PRIMARY ACADEMY

OUR VISION AND VALUES

‘Empower all to be the best that they can be.’



Our core **values** Respect, Responsibility and Aspiration underpin everything we do as an academy and the decisions that we make. We believe that we can make a difference and break cycles no matter a child's background or educational barrier. We aim to provide an outstanding educational experience for ALL children and ensure that they are academically and socially ready for the next stage of their education.

WHY JOIN US

1. We pride ourselves on having highly supportive and visible senior leaders
2. A highly motivated and passionate team
3. A culture of continuous learning and psychological safety
4. Expert and purposeful CPD
5. Forward thinking in all that we do
6. Excellent networking opportunities across the MAT
7. A drive to secure work-life balance and staff wellbeing
8. Caring, respectful and honest children

 [Video Link](#)



HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

- Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION

Job Title	Cover Supervisor
Salary Scale	Grade 7
Responsible to	Head of School
Academies:	Orchard Primary Academy

Main Duties / Responsibilities

SUPPORT FOR STUDENTS

- Provide care and support inside and outside the classroom for one or more individual students during the school day:
 - form a close, caring and purposeful relationships with all children
 - offer support to all children and work with targeted children in small groups/1:1
 - monitor pupils' responses to learning and accurately record achievement and progress as directed
- Support children either a one-to-one basis or in a small-groups within a classroom environment to support their learning and to develop English, Mathematics and social skills
- Assist students' language and communication development with appropriate support for reading, writing, speaking and listening
- Facilitate small group work in and outside the classroom
- Support individual students through assessments and tests, in line with the Academy procedures and as agreed with examining bodies
- Assist with students' personal, behavioral and social development requirements.
- Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents
- Accompany all children on well-planned trips or visits.
- Support children with a range of learning needs to ensure they make progress in all areas of their education.

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment for all students
- In collaboration with class teachers, support lesson planning, the assessment and reporting of the development of all students
- Assist staff in the acquisition and preparation of resources which will facilitate wider inclusion for all students
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- To actively encourage the inclusion of all pupils to participate in the life and activities of the school.

SUPPORT FOR THE CURRICULUM

- Work with subject teachers to plan a differentiated curriculum:
 - Support one or more students' learning in consultation with teachers during lessons/sessions
 - Prepare materials to assist the teaching of students with the support and guidance of teachers to ensure differentiated material is available for all students
 - Assist with the planning of learning activities and administer routines
 - Assist the teacher to ensure the classroom is an enabling and language rich environment.

SUPPORT FOR THE ACADEMY

- Be aware of and comply with Academy policies relating to child protection, health and safety, confidentiality and data protection
- Be aware of and support difference, and ensure all students have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers and leaders to support the achievement and progress of all children.

COVERING LESSONS

- Cover classes with long and short-term notice to cover staff absence
- Prepare resources for the lessons if required
- Follow teacher planning or schemes of work as directed
- Mark and assess children's work during the time that you are teaching verbally and in written form
- Give teachers feedback on progress made within the lesson verbally, written form or via email
- Use the academy behaviour policy to manage classroom behaviour when teaching whole classes

ADMINISTRATION

- Record evidence of pupil's attainment and progress
- Record pre/post scores for any interventions delivered and report to the class teacher
- Assist in the planning when required to.

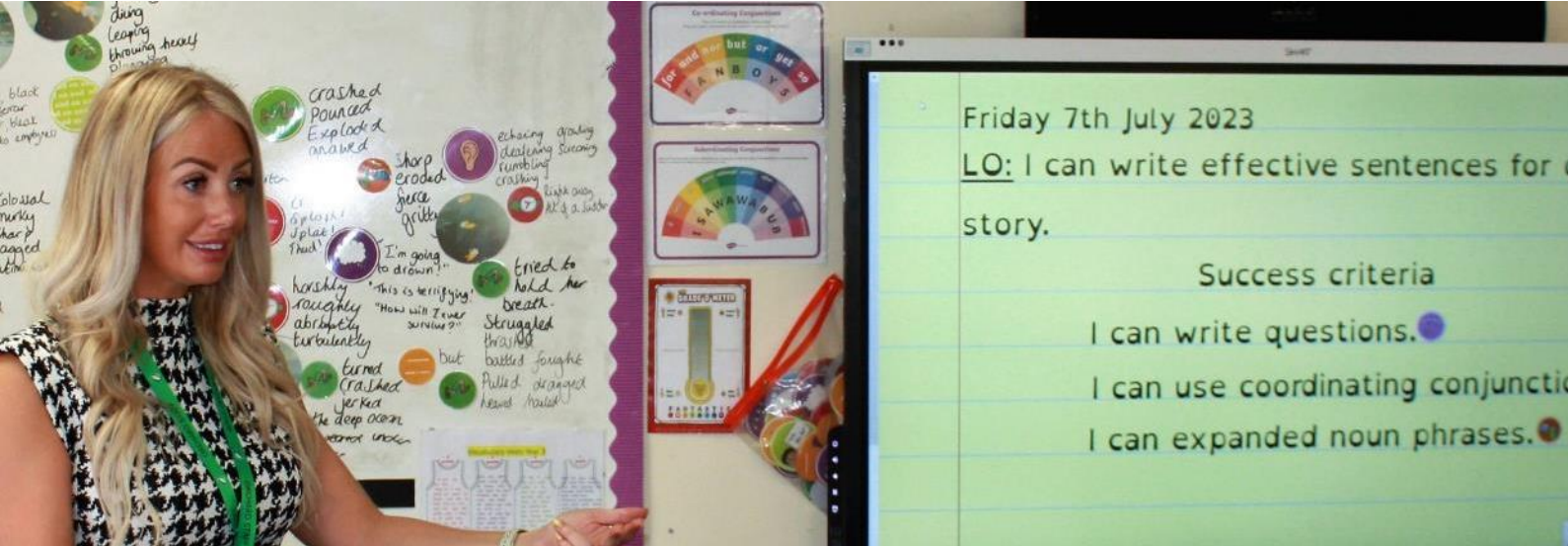
RESOURCES

- Determine the need for, prepare and maintain general and specialist equipment and resources
- Help students access learning resources as required by the class teacher
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Keep up-to-date with specialised training and take ownership for personal CPD opportunities.

PERSON SPECIFICATION

	Criteria	Rank	How Identified
EDUCATION AND TRAINING	Level 3 qualification or equivalent	D	Application form
	Evidence of continuing professional development	E	Application form
	Attendance at recent training/professional development	D	Application Form and interview
RELEVANT EXPERIENCE	Experience of working with children in school environment	E	Application form
	Evidence of raising attainment and progress outcomes for individuals and groups of children	E	Application form and interview
	Evidence of developing pupil's communication and language skills to ensure improved vocabulary impacting upon speaking, understanding and reading.	E	Application form and interview Application form and interview
	Evidence of record keeping to monitor the attainment and progress of individuals/ groups of pupils.	E	Application form and interview
	Experience in covering classes at short and pre-planned notice.	E	Application form and interview
	Experience in taking small group intervention and activities across KS1 & 2	E	Application form and interview
KNOWLEDGE AND SKILLS	Knowledge of the National Curriculum	E	Application form and interview
	A clear understanding of child development	E	Application form and interview
	Excellent behaviour management skills	E	Application form and interview
	Ability to use IT to support learning	E	Application form and interview
	A thorough knowledge and understanding of the principles of Child Protection and safeguarding procedures	E	Application form and interview
	Ability to work collaboratively as part of a team	E	Application form and interview

	<p>High quality and effective interpersonal skills</p> <p>Excellent communication and presentation skills</p> <p>A dedication in meeting all children's needs through varying teaching strategies</p> <p>Ability to develop positive relationships with pupils to nurture the development of personal, social and emotional wellbeing.</p> <p>An ability to engage parents through effective communication to develop secure relationship</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p>
ADDITIONAL FACTORS	<p>Hard-working and resilient with a good sense of humour</p> <p>A commitment to ongoing professional training and development (CPD)</p> <p>A willingness to undertake extra-curricular activities and partake in wider school life</p>	<p>E</p> <p>E</p> <p>E</p>	<p>Application form and interview</p> <p>Application form and interview</p>



SAFEGUARDING NOTICE

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



Princess Road, Chickenley, Dewsbury
West Yorkshire, WF12 8QT

Telephone: 01924 469578, Email: office@orchardprimaryacademy.org

Website: www.orchardprimaryacademy.org

PARTNERS OF THE SPA TRUST

South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated an Outstanding ITT provider by Ofsted.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies



History

Spelling

TASK REMINDER CARD

DATE: Friday 7th July

Morning work

Our planet

Making plans

Break picnic

Lunch.

Conclude with pictures

Finish poster

NOTE: YOU MUST HAVE A STAMPED DATE TO SHOW IF YOU HAVE DONE THIS TASK.