



INFORMATION FOR APPLICANTS COVER SUPERVISOR

**37 hours per week
Term Time Only plus INSET days
(Monday –Thursday 8am – 4pm, Friday 8am – 3:30pm)**

**Salary Scale 6, points 19-22
(£29,777 - £31,364 FTE)**

Actual salary £25,935 - £27,318 per annum



Dear Candidate

Welcome to All Saints Academy Dunstable.



I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

If you have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you

Yours sincerely

Liz Furber
Executive Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith** and **Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We are seeking to appoint an outstanding Cover Supervisor, who is enthusiastic, conscientious and self-motivated to join our team at All Saints Academy Dunstable to look after classes of students in the Academy and conduct pre-planned lessons for absent teachers, providing guidance, advice and classroom management.

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential

ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole, the accommodation includes:

- Five Science labs and a Science Studio Room
- Six Maths classrooms
- Five English classrooms and a Lecture Theatre
- Four Humanities classrooms
- Further rooms for the teaching of Business Studies and ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music and a Recording Studio
- An amazing Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area
- The Inclusion Bungalow
- Management Suite
- Spacious staff room with outside area
- Separate Departmental staff workrooms



JOB DESCRIPTION

Cover Supervisor

Responsible to:

Senior Leadership Team Member

Core purpose:

To look after classes of students in the Academy and conduct pre-planned lessons for absent teachers, providing guidance, advice and classroom management.

Job description:

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

General duties and responsibilities:

- Supervise work that has been set in accordance with the Academy policy.
- Collect work in advance of the lesson and ensure that required resources are in place.
- Advise teaching staff and Curriculum Leaders accordingly of the appropriateness of the work set.
- Take full responsibility for the behaviour of the students – following Academy protocols – while they are undertaking the work, to ensure a positive learning environment.
- Respond to any questions from the students about the work.
- Deal with any issues arising according to the Academy's policies and procedures.
- Collect in the completed work at the end of the lesson and return it to the appropriate teacher.
- Report back to the teacher and Curriculum Leader as appropriate on any issues arising from the lesson.
- Complete the evaluation of the lesson form at the end of the lesson and hand to the Curriculum Leader.
- Carry out all duties with due regard to the policies of the Academy.

This job description is not exhaustive and the post-holder will be expected to undertake any other duties as reasonably requested.

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

..... Post holder Date	
..... Line Manager Date Position

Safeguarding

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role



PERSON SPECIFICATION

Cover Supervisor

	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> Educated to GCSE level English & Maths at Grades A*-C or equivalent 	<ul style="list-style-type: none"> 5 A*-C GCSE Grades including English and Maths Teaching Qualification
Experience	<ul style="list-style-type: none"> Experience of working as part of a team 	<ul style="list-style-type: none"> Experience of working in a school environment Experience of working with young people between the ages of 11-19
Knowledge, Skills and Aptitudes	<ul style="list-style-type: none"> Empathy with young people – ability to build a strong rapport Ability to solve problems on a daily basis Ability to take a non-confrontational approach to resolve difficult situations Understanding of professional conduct between support staff, teachers and students Ability to use own initiative Ability to maintain order and discipline in a classroom Ability to follow both verbal and written instructions 	<ul style="list-style-type: none"> Computer literate or willing to undergo in-house training
Personal Qualities	<ul style="list-style-type: none"> Ability to remain calm under pressure Flexible Hard-working Have high expectations of themselves and other within the Academy community Be pro-active to innovate 	

	<ul style="list-style-type: none"> • A willingness to learn and develop new skills • A desire to make a difference to the lives of young people • A proven commitment to develop own professional learning • Excellent attendance and punctuality 	
Motivation	<ul style="list-style-type: none"> • Willingness to be flexible • Willingness to undertake further training as appropriate • Willingness to develop systems and procedures directly connected with the role 	
Other	<ul style="list-style-type: none"> • Commitment to safeguarding the welfare of young people in the Academy • Understanding of appropriate and inappropriate physical intervention with students • Commitment to the Academy's values and ethos • DBS check and if required a Certificate of Good Conduct 	

TIMELINE FOR RECRUITMENT PROCESS

Closing date for applications **Thursday 11th July 2024 at 9.00am**
Interviews **W/c 15th July 2024**
Start Date **September 2024**

The Academy reserves the right to close the advert early.

HOW TO APPLY

Please apply through mynewterm.

REFERENCES & PRE-EMPLOYMENT CHECKS

We will seek references for candidates after the shortlisting process which may include approaching previous employers for information to verify particular experience or qualifications.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

CONDITIONAL OFFER – PRE-EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least 2 satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS with Children's Barred List Disclosure
- Section 128 check (if applicable)
- Prohibition Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the 6-month probationary period
- Where the successful candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as may be required in accordance with statutory guidance