

Cover Supervisor

NJC 12-17

£16,933.85-£18,557.69

Applicant information pack



Pupils are friendly, polite and calm (Ofsted, 2018)



Banbury Campus Sixth Form



Wykham Park Academy



Futures Institute Banbury

Welcome to Banbury Aspirations Campus Wykham Park Academy (11-19) and Futures Institute (14 – 19)

Leadership of teaching, learning and assessment is strong. It has improved the quality of teaching rapidly. (Ofsted May 2018)

Spiritual, moral, social and cultural education is a strength. Pupils are well-prepared for life in modern Britain and are proud of their inclusive school community. (Ofsted May 2018)

Leaders have established a robust culture of professional learning among staff. (Ofsted May 2018)

Thank you for considering Banbury Aspirations Campus for the next stage of your career. We seek two cover supervisors who will cover classes whilst the substantive teacher is unable to.

The posts are to start in **February 2023**

This is an excellent opportunity for anyone who is interested in working in a classroom environment as they decide whether they want to teach.

Our campus is unique. We have two distinct schools and a cross campus sixth form which is in the top 25% of all schools in the country for progress. It is a team and a family of people who are all working together to achieve our mission of preparing our pupils for success in high quality apprenticeships or a place in university. We believe in a set of recognisable and traditional values: **honesty; kindness to all others; respect for all; hard work and persistence.**

Our teaching approaches have been influenced by groundbreaking work in charter schools in US inner cities, leading free schools in England and innovations from cognitive science research. Our teaching and learning approach is built on powerful work found in Lemov's 'Teach Like a Champion'. Currently we are reading and researching work by a range of authors and researchers such as Barak Rosenshine and Alex Quigley. We teach a rigorous, knowledge-based broad curriculum.

We have very high expectations of all of our staff, but we value them highly, and treat work load very seriously, especially in these particularly difficult times to work in a school environment. Our systems ensure you can really focus on your core purpose – teaching, in a sustainable way, unhindered by bureaucracy or poor behaviour.

If you are able to visit, you will see a culture with engaged students who are friendly and courteous. We know we haven't yet got everything right, and are driven to continuously improve and aspire to become one of the best state schools in Oxfordshire.

What we can offer you:

- A campus which had its best GCSE results ever in 2019 prior to Covid and has worked hard on the recovery curriculum for this year's exam entrants
- A campus where the outstanding sixth form has been growing year on year
- Sixth formers who now have the ambition to study at universities across the country
- A professional development model which provides access to learning to support progress in your career – the next step from Head of Faculty is into a senior leadership position
- Support and line management from a very experienced Head of College
- Clear behaviour systems
- A feedback policy focused on closing the gap– we do not have onerous/impossible marking policies and we continuously monitor them from a workload perspective
- No formal graded lesson observations – just ongoing supportive feedback, helping you to continuously develop – we believe that trusting our staff with autonomy helps to develop a strong staff culture
- Collaborative planning with centralised, shared units of work and resources
- CPD that starts as soon as you are appointed with a clear induction programme
- A beautiful campus situated on the very edge of the Cotswolds, only half an hour from Oxford and an hour from London by train

Who are we looking for?

- a kind and calm individual who can foster positive relationships rapidly
- an optimist who will go the extra mile to ensure the life chances and 'cultural capital' of all our pupils are maximised
- a student-centred practitioner who is totally aligned to our Trust's values and mission

Next steps:

We would be delighted to show you around our campus in order to fully appreciate our excellent learning environment.

Please contact Tina Timms by email on ttimms@wykhampark-aspirations.org or ring 01295 251451 for an application form and to arrange a visit or an informal, confidential discussion with Sylvia Thomas (Principal) about the role.

Deadline for applications Thursday 9th February 2023

Interview date: To be confirmed

Job title: Cover supervisor

Salary: NJC12 - £16,933.85 up to £18,557.69

Start date: February 2023

Hours of work: 30 hours per week (5 days per week, 6 hours a day), term time only + 5 training days (39 weeks)

Job Description

Job Purpose

- To provide cover supervision in the event of the short term absence of teaching staff within the School.
- To facilitate and encourage learning which helps all students achieve their potential.
- To provide in-class support to other learning activities.
- To assist with exam invigilation as required.
- To act as a mentor

Description of Duties and Responsibilities

COVER SUPERVISION

1. Supervise whole class to undertake work/activities that have been set by teachers in accordance with the school policy, including introducing and closing the class.
2. Arrive promptly at the classroom and meet and greet the students. Take the register in accordance with school procedures.
3. Manage the behaviour of students whilst undertaking cover supervision to ensure a constructive environment.
4. Encourage students to interact and work co-operatively with others and engage all students in activities.
5. Respond appropriately about process and procedures relating to the learning activity and to the school's code of conduct.
6. Deal with any immediate problems or emergencies according to the school's policies and procedures.
7. Collect any completed work after the lesson, returning it to the appropriate teacher.
8. Ensure that communication links with the appropriate teacher are established to ensure continuity is maintained.

9. Report back, as appropriate, using the school's agreed procedures on the behaviour of students during the class, and any issues arising.
10. To cover for longer term absence of teachers through agreement as appropriate.
11. When not required to cover for absent teachers, other duties will be carried out by arrangement with the lead graduate learning facilitator/the deputy headteacher and in accordance with the school's timetabled needs as outlined through the staff deployment administrator.

IN CLASS SUPPORT

To assist with various learning activities as directed by a class. Activities will vary according to the subject/age of students but could include working with individual students or small groups, escorting students to the library, assisting with the supervision of school visits.

EXAM INVIGILATION

Assist as part of a team in invigilating examinations, either internal or external exams.

MENTOR

Undertake the role of a mentor on a long term and or cover basis.

GENERAL

1. Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, data protection, finance and health and safety, and performance management procedures..
2. To be accountable for promoting and safeguarding the welfare of students responsible for, or who in contact with
3. The postholder will perform any other duties and responsibilities within the scope and the spirit of the job purpose, the title of the post, and its grading.

Postholder reports to : Cover manager and vice principal

We expect that all employees in our Trust:

- Promote the Aspirations Academies Trust framework of three guiding principles and eight conditions;
- Actively support the continuous focus on improving a broad range of student outcomes;
- Believe in young people and encourage them to be the best they can be

General:

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT.

Special Conditions of Service

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.

Banbury Academy Day Nursery

Applicants may be interested to know that we have a full-time (51 weeks per year, 8.00am – 5.30pm) Day Nursery for infants (6 months) to pre-school children on campus. Availability of places and rates of fees can be obtained from Mrs Brooker, Nursery Manager (Tel. 01295 256400).

Safer Recruitment Procedure

The AAT is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

Interview

Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

At least two references will be requested, normally from the previous and current employers. These may be contacted before the interview and in all case before an offer of appointment is confirmed.

Application

We will meet agreed interview expenses of those invited to interview unless they withdraw unreasonably.

Cover supervisor

Person Specification

(A) Assessed by application

(R) Assessed by the recruitment process which will include:

- A tour of the campus and visits to lessons;
- Taking a part of a lesson
- A panel interview.

Criteria	
Knowledge and Qualifications	
Ideally a graduate	A
At least 6 GCSE grades at C/4 and above	A
Google applications; Microsoft applications	A
Professional Experience	
Working in a professional environment where there is a clear staff code of conduct	A, R
Working with children ideally of secondary school age	A, R
Skills, abilities and personal attributes	
Able to communicate effectively with young people	R
Able to build positive relationships with others quickly and sustainably	R
Able to handle several issues at the same time whilst remaining calm	A, R
Able to adapt quickly	A, R
Able to follow and maintain defined procedures	A, R
Able to meet deadlines	A, R
Resilient in the face of challenging scenarios	A, R
Demonstrable values	
A passion for education and commitment to the three guiding principles of the Trust and the core values of the campus	A, R
A commitment to supporting students and the college team as seen through an excellent attendance and punctuality record	A, R
Honesty and integrity	R

Criteria	
Prepared to listen openly to the ideas of fellow professionals	R
An understanding of what “servant leadership” looks like	A
An observable “generosity of spirit”	R

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