



Job Application Pack

Cover Supervisor

Salary: Scale 4 (£14,865 to £16,090 actual)

Contract: 32.5 hours per week, term time only

Closing Date: 4 January 2021



Letter from the Headteacher

Welcome.

Thank you for expressing an interest in the post of Cover Supervisor. On behalf of everyone at Newark Academy, I extend you a very warm welcome and hope that you are encouraged to apply after reading the information contained in this pack.

I am enormously proud to be the Head of a vibrant, dynamic and values driven community school where 'working hard' and 'being kind' permeate every aspect of Academy life.

We are committed to providing stimulating, challenging and engaging learning experiences for our students and invest heavily in professional development to ensure that every member of staff can be the very best they can be.

We are a community academy and work in partnership with students, parents and carers to secure strong academic achievement but we are equally passionate about personal and social development outside the classroom and we encourage our students to take an active part in a range of enriching experiences that compliment academic studies as well as opportunities to develop as life long learners.

Following a very successful OFSTED inspection our Academy is now rated Good in every area with Leadership and Management rated as Outstanding. With a first class, state of the art building and a passionate and committed staff team, the future is extremely bright for Newark Academy. We are in fact oversubscribed for the first time in the history of our Academy which is a clear sign that our community see us as the local school of choice and trust us with the care, guidance and education of their children. Every single member of our Academy team makes a significant contribution to the experience of our students and we are hugely privileged to work within such a warm, caring and compassionate environment where people come first.

If you are encouraged to apply for this position, you will join our team at a very exciting stage of its development as we are about to enter a period of significant recruitment due to the rapid expansion of our transformed Academy.

I do hope that this information encourages you to apply and I look forward to receiving your application.

Chris Fisher
Head of School



Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to Newark Academy and the tremendous opportunities this school offers the young people of Newark.

We aim to be a 'great' school with recognition both nationally and internationally for the standard of education that we secure.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Newark Academy, and we look forward to receiving your application.

John Tomasevic
CEO Nova Education Trust



Application Details

Thank you for your interest in the Cover Supervisor vacancy at Newark Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form which includes a covering letter addressed to Mr Fisher, which clearly demonstrates your suitability for this role.

Application forms

These can be accessed from the school website www.newarkacademy.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives 9am on the closing date of Monday 04 January 2021.

Interview

Interviews dates for the role are yet to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Newark Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description – Cover Supervisor

Reports to: Associate School Leader – Personal Development

The majority of time will be spent covering lessons for absent teachers as indicated below:

1. Supervising students in class in the absence of a teacher in accordance with the school policy
2. Assisting in preparing the learning environment and the materials used therein
3. Managing student behaviour to ensure a constructive working environment
4. Responding to students about the work that has been set
5. Collecting any work completed after the lesson and returning it to an agreed person/place
6. Leaving the room in good order at the end of the lesson
7. Supervising entry and departure of students in accordance with school policy
8. Recording and reporting attendance at lessons in accordance with school policy
9. Assisting in exam invigilation under the supervision of the examinations officer.
10. Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
11. Dealing with any immediate problems or emergencies according to the schools' policies and procedures

When there is no cover the time will be spent supporting students in lessons, either with individual students/small groups in or out of the classroom, or supporting Departments with display and administration.

Person Specification: Cover Supervisor

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 4 GCSEs grades A-C or equivalent (including Mathematics and English) or proven relevant experience. • Meeting HLTA standards, NVQ Level 4 or equivalent relevant qualification. • Excellent numeracy and literacy skills. • Training in relevant learning strategies • Specialist skills/training in curriculum or learning area eg bi-lingual, sign language, ICT. 	<ul style="list-style-type: none"> • Educated to degree level.
Experience	<ul style="list-style-type: none"> • Previous proven relevant experience. • Experience working with children or secondary age in a learning environment. • Several years experience working in a relevant discipline in a learning environment. • Experience of working with students with individual needs. • Information Communication Technology eg Word/ Excel/Publisher/Outlook/ SIMS or similar database/ Internet/Email 	<ul style="list-style-type: none"> • A desire to start a career in teaching
Skills and Knowledge	<ul style="list-style-type: none"> • Effective time management skills. • Ability to prioritise tasks. • Adaptable approach to work and confidence to respond and deal with unanticipated problems. • Ability to work effectively as part of a team and a willingness to support others. • Capability to work independently and use own initiative as and when required. • An understanding of children with additional needs. 	
Personal Qualities	<ul style="list-style-type: none"> • Outstanding communication skills • Approachable • Ability to remain calm in stressful situations • Ability to establish good working relationships with teaching staff and pupils. • Reliable and punctual • A commitment to safeguarding and promoting the welfare of young people 	



Staff Conduct

We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community - adults and students. Physical violence, verbal abuse and swearing is unacceptable and not tolerated at the Academy.

Employees are in loco parentis and also expected to maintain a professional relationship with students. Staff will be fully supported by the Academy at all times in carrying out the behaviour policy.

Dress Code

At the Academy we expect staff to wear professional business clothes not casual clothes.

Newark Academy

Newark Academy is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.



Overview of the Trust

The Nova Education Trust is a dynamic and growing Multi Academy Trust Group based in the East Midlands. Our Trust Group is committed to providing high quality education to all of our students, regardless of their backgrounds.

With a range of schools in the trust serving a variety of different communities, opportunities for career progression and wider professional experiences are extensive. We have outstanding CPL provision across our schools, supported by our Teaching School Alliance, which links 23 schools together, sharing effective practice and developing new models for staff development. We also have a unique programme designed to provide middle and senior leaders with all the skills required to develop their careers.

As an employer we offer an enhanced benefit package to all staff that includes help with healthcare and a fully-funded MA programme for all teaching staff. We can also offer help with relocation in certain circumstances. The Trust also has a policy of wider engagement for main-scale, middle and senior staff. In recent years, employees have visited schools in America, Canada, Finland, Singapore and South Africa as part of their professional development.

Overview of the School

Ethos

Newark Academy has a very clear ethos focused on the achievement and well-being of our students. We believe that a school should be at the very heart of the community and place high value on collaboration, partnership and service alongside a range of core values that compliment academic success. Our GREAT core values permeate through everything that we do at Newark Academy and through both explicit strategy and implicit activity where all academy community members regularly reflect on them. We invest time to teach our students about these values and the importance of their reflections against them. Our GREAT values are:

Gratitude

Responsibility

Excellence

Aspiration

Tenacity

We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.



To Summarise

- We have high expectations of students and staff;
- We believe every student can succeed;
- We ensure barriers to learning are challenged and overcome;
- We expect teaching to be well planned, varied and stimulating;
- We expect learning to be active, focused, social and engaging; and
- We insist on high standards of behaviour at all times.

Achievement

At Newark Academy we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide students with the very best educational experiences possible so they are fully equipped for their next steps.

Should a student require additional support, Newark Academy provides a range of support services that will ensure every student's success, whatever their individual educational needs.

Pastoral

At Newark Academy we pride ourselves on the quality of care, guidance and support given to individual pupils. At the core of this provision is a system led by Achievement Leaders and supported by the Pastoral Leaders, Crew Leaders and Learning Support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Crew leaders play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of pupils' progress through termly reports, online data and Achievement events which can be up to twice yearly.

Newark Academy is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.



Curriculum

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our newly redeveloped programme covers all National Curriculum subjects. Students are taught in ability groups in the majority of subjects and these are regularly evaluated to ensure students are able to make rapid rates of progress throughout their time at the Academy.

During our Key Stage 4 programme all students study the English Baccalaureate core subjects of English, Mathematics, Science and a humanities subject such as Geography, History or Modern Foreign Languages.

A wide range of option subjects including visual and performing arts, technology, sports and computing courses supplement the core curriculum. We expect all our students to achieve their full potential in all their chosen qualifications and work hard to support them to do so.

Extra-Curricular

Extra-curricular opportunities are an essential part of providing a balanced and exciting range of experiences in school. At Newark Academy our after-school "enrichment" programme provides students with an impressive range of courses and sessions across the week.

Opportunities include Photography club, Science, Journalism, Canoeing, Debating, and a comprehensive range of sporting activities including football, Cricket, Netball, Rugby, Basketball, Tennis and Athletics are also available. Newark Academy students regularly compete at county level and our sports teams have a strong tradition of success.

The Performing Arts also take a leading role in school life with regular Drama productions allowing all students to fully explore their creativity. In 2018 our students performed Sister Act to a packed audience in our Lecture Theatre alongside a range of other productions including Christmas Carols and our annual Halloween community event 'Spooktacular'

In addition, there are regular opportunities to travel including a netball and football trip to Disney Land Paris.

Student Voice

Student voice is active within the school with each year group choosing student representatives that meet through our student council.

There are additional opportunities for students to be leaders through our Prefect system which encourages students to apply for both junior and senior prefect roles.

Students are involved in all aspects of school life and contribute to the interview process for new staff and assist at school open evenings and events. They have also delivered feedback to staff on aspects of teaching and learning, such as marking.



Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.