

“Working Hard, Achieving More.”



SARUM
ACADEMY



Cover Supervisor

Candidate Information Pack



Dear potential future colleague

Thank you for taking the time to find out about our Salisbury school and the possibility of working here with us. Sarum Academy are welcoming applications for the position of Cover Supervisor.

Sarum Academy is a Voluntary Controlled Church of England Academy founded in 2010 delivering high quality, non-selective, personalised education to students aged 11-19 years. Sarum Academy is a successful school with a good reputation; part of the Magna Learning Partnership Academy Trust. The Academy secured another Good Ofsted judgement in February 2023.

As a Church of England School our ethos is underpinned by Christian values and principles. Sarum Academy recognises and celebrates diversity, welcoming students of all faiths and none. A strong partnership with young people and their families is the lifeblood of a warm and happy school, knowing together we can build the foundation of a successful and boundless future for the students we serve.

We are a happy school, one where students feel nurtured and challenged, one that values all members of the community and our reputation is built on professionalism and the strong partnership of students, staff, parents, governors and schools within the Salisbury area.

The Academy is currently growing rapidly in size and you would be joining a team of committed and supportive staff and the school can offer a wide variety of opportunities to develop and enhance your skills through training and support.

To apply, please download the application form via www.sarumacademy.org. If you have any further questions or queries please contact Mrs Dixon in Human Resources on 01722 342437 or recruitment@sarumacademy.org.

Here are the links to our recent videos which will hopefully give you a flavour of what a great place to work Sarum Academy is.

<https://youtu.be/YjuGnSSVH0g>

<https://youtu.be/6ARdRee49e4>

<https://youtu.be/mQE8acYOvPM>

Thank you again for taking the time to consider Sarum Academy – I look forward to receiving your application and meeting you in person.



Mrs Jennifer Moore
Headteacher



The benefits of working at Sarum Academy

The Academy offers:

- A very real chance of making a difference to the lives of young people
- Leadership that cares for its staff and places huge importance on staff wellbeing and trying to achieve a “work-life balance”
- An enthusiastic and driven team of teachers and support staff
- Ongoing professional development of the highest standard
- Work with professionals across the Magna Learning Partnership and access the many benefits of working within the Trust
- A strong support network both within the school and within the Magna Learning Partnership Academy Trust
- A fantastic working environment and wealth of resources including full access to ICT



Job Description for:

Cover Supervisor

Salary Range: Unqualified teacher scale (£20,597 - £32,133)

Responsible to: Headteacher, under the day-to-day management of the Assistant Head

Responsible to: Assistant Headteacher

Core Purpose:

The post holder will supervise classes for teachers who may be in meetings; leading or participating in professional development or for a teacher who is absent due to illness.

Key accountabilities:

- Supervise the classes or tutor groups of teachers who are at meetings, professional development activities or with short term illness
- Explain clearly to students the work set by the teacher and to help students with organisation of resources
- Ensure the Behaviour Management Policy and Conduct are followed including rewards and sanctions
- Ensure there is a prompt and orderly start to the lesson and students are dismissed according to the Academy policy
- Complete a class register at the beginning of the lesson to be returned to the teacher with the work.
- Assist students in the organisation of their work and to ensure the equipment is there
- Maintain the conditions for the completion of the work as required by the class teacher
- Collect in work at the end of the lesson and distribute it as required by the teacher
- Liaise closely with the Team Leaders, Leadership Team members and the HR Manager who assigns classes
- Oversee dismissal of students at the end of the Academy day in a designated area
- Be involved in invigilation duties as required
- Attend training as required
- Provide support in the classroom with a teacher or other activities around the school, as required, at times when no cover, supervision or invigilation is required

Other responsibilities:

- Act at all times as an ambassador for the Academy in a manner which upholds its Christian values and ethos and to model behaviour consistent with the Academy's standards and aspirations
- Take an active role in the Academy's pastoral care of students and fulfil a pastoral and mentoring role
- Foster good relationships with parents and the wider community
- Have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled
- Demonstrate a commitment to personal professional development and the development of other staff
- Be subject to performance objectives agreed annually and will be responsible for providing evidence of progress for key accountabilities
- Carry out such other duties as may reasonably be assigned by the Headteacher
- Recognise that duties of a post may vary from time to time without changing the general character of the post or level of responsibility entailed

Person specification: Teacher of Physical Education

	Essential	Desirable
Qualification	Grade C in English & Maths at GCSE or equivalent Post 16 education NOTE: Degree level qualification required if wishing to pursue a Teaching Qualification longer term	
Professional Development	Self motivated and committed to professional learning	Recent relevant training
Experience	Ability to relate well to students Work with young people	Previous experience working in a school supporting students in small groups and in the classroom General understanding of the national curriculum and other basic learning programmes/techniques
Knowledge	A good 'general' knowledge Breadth of curriculum knowledge including English, Maths, Science and Humanities Awareness of how to provide support for structured learning activities or learning programmes, taking into consideration students learning needs Appreciation of procedures relating to child protection, health, safety and security, confidentiality and data protection Understanding of the need to maintain confidentiality	Understanding of how to provide support for, or teaching of, structured learning activities or learning programmes.
Skills	Confident user of ICT The ability to build and maintain positive and productive relationships with adults, students and parents Able to promote good student behaviour, and deal promptly with conflict and incidents Experience of working as part of a team appreciating and supporting the role of other people in the team The ability to manage and drive change Initiative and flexibility	
Commitments	Commitment to inclusive education Committed to the value and promotion of educational visits, journeys and field work Interest in education and improving the lives of young people Interests outside of work that may benefit students beyond the classroom	
Personal	Energy, enthusiasm and flexibility Good health and fitness Good attendance record Sense of humour and a positive outlook on life Ability to work under pressure and a determination to succeed	

Safer recruitment and equality

Sarum Academy Safer Recruitment Procedure

Sarum 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 applicants will be subject to a full Disclosure and Barring Service check (DBS) before any appointment is confirmed.

Disclosure

Sarum Academy requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the requirements of the Person Specification (evidenced in the Application Form) will be taken forward from application.

Interview

Those shortlisted will be invited to attend an interview process which may include (post dependent) lesson observations, tasks or role specific activities; further shortlisting may take place after lesson observations prior to moving forward to formal interviews with the Headteacher. During the interview process candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

References from current employers will be taken up for shortlisted candidates and, where necessary, employers may be contacted to gather further information.

Probation

All staff will be subject to a probation period of four months. The Academy Trust may, at its discretion, extend this period for up to a further two months. During this probationary period your performance and suitability for continued employment will be monitored. At the end of your probationary period you will be informed whether you have successfully completed your probationary period.

A commitment to encourage diversity

Sarum Academy is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

