

Braunton Academy



'Aspire and Achieve'

Cover Supervisor Required

To Commence: 4th January 2023

Closing date: Noon on Monday 28th November 2022

Interviews Monday 5th December 2022

NJC Grade D.7-D.12 (£11.59 - £12.70 per hour)

Hours: 30 hours x 5 days per week term time only

Braunton Academy is rated 'Good' by Ofsted

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: www.braunton.academy

Email applications: recruitment@braunton.academy

Principal: Mrs F Bowler

Students: Aged 11-16 number on roll: 752

Braunton Academy
Aspire & Achieve

November 2022

Dear Candidate

RE: Permanent Cover Supervisor

Thank you for expressing an interest in the position of Permanent Cover Supervisor within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the uniquely calm, community life we lead here at Braunton: all visitors to the school comment upon our welcoming atmosphere and the courteous way in which students interact.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. **As a respected and trusted centre of the local community**, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

As a school we are keen to be at the forefront of education and our innovative work is helping to create learners who are truly independent and will be able to thrive in the twenty-first century. We believe that it is important to concentrate on what happens in the classroom and our school planning ensures that students receive outstanding lesson experiences.

This is an exciting position for a suitably qualified candidate and you will be part of both a forward thinking and hugely successful department. Our Academy has a great history with our community, one of longevity and of success. Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely



Fay Bowler
Principal

Braunton Academy

VACANCY FOR A PERMANENT COVER SUPERVISOR TO START ON 4TH JANUARY 2023

We wish to recruit a Cover Supervisor, to join our team and to provide cover for lessons in the absence of teaching staff.

Duties will include:-

- giving instructions for the lesson (these are provided by the teacher).
- maintaining good classroom discipline, and keeping students on task.
- possessing excellent communication skills with adults and children.
- the ability to motivate, have high expectations of students, as well as a creative approach to problem solving.

This is a key role within the school and the successful candidates must be able to work as part of a team, as well as on their own.

The post would suit candidates who have previous experience in a similar role, i.e. Cover Supervisors, Teaching Assistants, Learning Mentors, or qualified Teachers - although a teaching qualification is not required.

Please Note: Although this post is contracted for 30 hours per week, candidates should be aware that flexibility is required. Additional hours will need to be worked on a regular basis. The pressure points are Tuesday, Thursday and Friday, so it is envisaged that a full day may be required from 8.45 am – 3.05 pm at peak times.

Payscale: Grade D.7-D.12 (£11.59 - £12.70 per hour)

Hours: 30 hours per week Monday – Friday, term-time only 8.30 am – 3.05 pm.

Closing date: Noon on Monday 28th November 2022, interviews Monday 5th December 2022.

An Application Pack and a Braunton Academy Application Form is available from our school website at www.braunton.academy – under the Recruitment Section.

If you believe you have the ability, skills and qualifications to fulfil this post, please complete the application form and email it to: recruitment@braunton.academy by noon on Monday 28th November. Please note, if you have not heard from us by Friday 2nd December then you have been unsuccessful on this occasion.

Please note, we do not accept CVs

Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks. Please refer to the Child Protection Policy on our Academy website <https://www.braunton.academy/policies>

**PERSON SPECIFICATION
Cover Supervisor**

Location: Braunton Academy
Reporting to: The Principal
Pay scale: Grade D.7-D.12 (£11.59 - £12.70 per hour)

Qualifications and Training		How Identified
Essential	<ul style="list-style-type: none"> • Good standard of general education • GCSE/GCE Maths and English – Minimum of Grade C/4 or above. • Requirement to participate in training/development as/when identified by Line Manager as essential performance of the post. • Willingness to participate in other development and training opportunities. 	<ul style="list-style-type: none"> • Application form • Original Exam Certificates • Letter of Application.
Desirable	<ul style="list-style-type: none"> • Further evidence of study at GCSE or above. 	<ul style="list-style-type: none"> ▪ Original Exam Certificates
Professional Experience		
Essential	<ul style="list-style-type: none"> • Experience of working with or caring for young people in a professional capacity. 	<ul style="list-style-type: none"> • Application form
Desirable	<ul style="list-style-type: none"> • Experience of working with children/young people in an educational setting. 	<ul style="list-style-type: none"> • Application form
Skills/Knowledge		
Essential	<ul style="list-style-type: none"> • Good communication skills. • Ability to work as part of a team. • Ability to work independently. • Ability to foster good relationships with students and enthuse young people to want to learn. • Well-developed IT skills 	<ul style="list-style-type: none"> • Letter of application • Interview • References
Desirable	<ul style="list-style-type: none"> • Creative approaches to student learning. 	
Attributes		
Essential	<ul style="list-style-type: none"> • Personal integrity and high expectations. • Willingness to work hard. • Flexible approach to work, with both students and other staff. • Willingness to undertake further professional development. • Personal resilience – ability to be calm and positive under pressure. • Sensitivity, Warmth. • Passion and commitment to inclusive and comprehensive education. • Display commitment to the protection and safeguarding of children and young people. 	<ul style="list-style-type: none"> • Interview • References

JOB DESCRIPTION COVER SUPERVISOR

Location:	Braunton Academy
Reporting to:	The Principal
Pay scale	Grade D.7- D.12 (£11.59 - £12.70 per hour)
Hours:	30 hours per week. Hours to be worked 8.30 am – 3.05 pm Monday – Friday). Term time only. (Please note, normal school day is 8.45 am – 3.05 pm)
Job Purpose	To supervisor lessons and cover arrangements during the absence of teaching staff.

At the start of each day:

- Collect the day's cover sheets from the Cover Administrator. Work for the lesson(s) will be provided either with the cover admin sheet or in the teaching room.
- Attend whole staff briefings in Staffroom from 08.35 – 08.40 am.

Main Role – Lesson supervision for absent staff

- Arrive promptly to cover lessons.
- Ensure orderly entry to the room and check that students are properly dressed and equipped to start the lesson.
- Check attendance.
- Give instructions on work left by absent teacher or Head of Department to the class both verbally and visually (using Powerpoints as provided) and state the learning aims of the lesson.
- Arrange the distribution of resources as required.
- Draw on the expertise of other adults in the classroom where appropriate, eg Teaching Assistants, Trainee Teachers.
- Keep students on task.
- Deal with any serious behaviour problems in line with Academy sanctions.
- Be prepared to improvise if required; seek help from member of staff specified on proforma if necessary.
- Follow end of lesson requirements from the lesson instructions including any homework instructions.

- Provide a brief written report of progress made by students and any problems experienced during the lesson to the Cover Administrator, or as instructed.
- Engage actively with students throughout the lesson, showing interest and keeping them on task.
- Rewarding and sanctioning students using ClassCharts.

For any lesson you are not required to cover:

- Carry out the subsidiary tasks / roles agreed with the Cover Administrator, which could include supporting other teachers in classrooms, preparation of resources, photocopying, display work, word processing.

Other expectations

- Attend regular training sessions as required - for which pay is made by separate claim.
- Meet regularly with the Principal, as required.
- Observation will be carried out at least once per half term during the first term and termly thereafter.
- Time in the lesson is spent with student activities, not own work etc.

Work Pattern

- Lessons from 9.05 – 3.05
- Morning Break 10.45 – 11.05 am
- Lunch break 12.45 – 1.30 pm

BRAUNTON ACADEMY
MISSION STATEMENT ON LEARNING AND LEADERSHIP

LEARNING

Learning enables individuals to change and to grow, becoming independent and confident. The Academy has a commitment to improving the quality of Learning by :

- preparing people for their futures by :
 - encouraging creative thinking and reasoning
 - instilling self-confidence and self-esteem
 - developing Communication, Literacy, Numeracy and IT skills
 - encouraging life-long learning and problem solving

- recognising that individuals learn in different ways by :
 - using a variety of learning and teaching styles
 - changing the learning process according to need
 - providing opportunities for success for all
 - appreciating that learning is interactive
 - being adaptable and flexible
 - enthusing, challenging, stimulating and inspiring
 - nurturing and supporting
 - making learning fun and enjoyable
 - provide opportunities for independent and interdependent learning
 - understanding the learning process

- checking the effectiveness of learning by :
 - being clear about the learner's starting point
 - using a variety of assessment techniques
 - using assessment data constructively
 - seeking learner feedback
 - encouraging self-evaluation

- supporting the learning process by :
 - ensuring a safe, well-resourced environment
 - using the community to enhance learning
 - creating an atmosphere which is conducive to learning
 - having high expectations of all

Learning is for all members of the Academy community

LEADERSHIP

Leadership ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which :
 - respects and values all its members
 - is open and accessible
 - develops individuals and teams
 - challenges and motivates
 - listens and responds
- sharing and communicating :
 - a love for **learning**
 - an understanding of how people learn
 - the belief that learning never stops
- actively engaging with the **community** by :
 - encouraging and enabling community involvement by students and staff
 - welcoming the community into Braunton Academy
 - developing business links
 - promoting the work and values of the Academy
 - supporting the life of the community

Leadership is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

MANAGEMENT

Management ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to :**
 - provide the highest quality learning and teaching
 - provide pastoral support for students and staff
 - monitor and evaluate the work of the Academy
 - ensure responsible behaviour
 - ensure a safe, secure and attractive environment
 - work with the community
- **using structures and systems which :**
 - are effective and efficient
 - define roles and responsibilities
 - define lines of support and accountability
 - ensure legal requirements are met
 - are simple and unbureaucratic
 - enable decisions to be taken at appropriate levels
 - use effective communication
- **providing value for money**

Management is not confined to a few people. It is exercised by all members of the Academy.