



Community First
Academy Trust
Cover Supervisor
Application Pack

Community First Academy Trust
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Welcome Letter

Dear Applicant

Thank you for your interest in the position of Cover Supervisor. The successful candidate will work predominantly at Rose Bridge Academy but potentially across Community First Academy Trust's family of growing schools.

Rose Bridge Academy is a secondary academy on a journey of improvement located in the heart of Ince. They are looking to appoint an outstanding Cover Supervisor to support our improvement and provide effective classroom support across the academy.

We are seeking to appoint someone who is:

- Ambitious, energetic and enthusiastic
- Committed to sharing good practice
- Committed to raising standards
- Committed to delivering excellence
- Self-motivated, has excellent organisational skills and has personal drive to complete tasks to required timescales.

Community First Academy Trust consists of like-minded individuals and educational establishments who want the best for all pupils, staff, families and communities that we serve.

Our vision is a simple one. We want to provide every child with the outstanding education they deserve and we believe that we can best do this by working together, sharing resources and encouraging excellence as standard. We aim to ensure that every pupil develops as a confident and competent person with the highest aspirations to be the best they possibly can be.

Community First Academy Trust has a proven track record of school improvement and an established track record for producing outstanding results. It is our intention to build on this success by growing our family of high-performing academies with a shared vision and all working towards the same goal.

As we grow, we are delighted to welcome new and experienced employees into the trust each year, as well as the support staff that help our academies to thrive. We hope that you will be inspired to join us on the next stage of our journey to create schools that we can all be proud of.

This is an exciting and very rewarding role and we look forward to receiving your application.

For further information about Community First Academy Trust please visit our website at www.cfat.org.uk

Yours faithfully

Mrs Sue Darbyshire
Chief Executive Officer
Community First Academy Trust



Letter from the Director of HR

Cover Supervisor

Dear Applicant

Thank you for your enquiry relating to the above position.

At Community First Academy Trust we are proud of our achievements. Rose Bridge Academy converted to academy status in April 2015 and has since been sponsored by Community First Academy Trust.

We are looking to appoint an inspirational, hard-working and passionate individual to join our innovative and dynamic academy.

The successful candidate will be enthusiastic and passionate about teaching and learning, with the vision, commitment and determination to continue raising standards across all levels and abilities, further contributing to the progress of our students.

As a trust; we also run a successful teaching school to provide high-quality training, development and support to new and experienced school staff.

We also run a Graduate teacher training scheme (SCITT) and have an excellent track record recently being recognised by Ofsted as an Outstanding provider of teacher training.

We recognise that our success is dependent on recruiting the best and most talented staff.

We offer a friendly, vibrant working environment with great benefits and opportunities for development and progression for those people prepared to work for it.

What can we offer you?

- A generous annual leave entitlement;
- Access to either the Local Government or the Teacher Pension Schemes;
- Competitive pay, reward and benefits;
- A committed Voluntary Living Wage employer;
- Childcare voucher scheme;
- Trust-wide Simply Health enrolment with pre-paid cover for a wide range of everyday healthcare treatments;
- Access to a range of Local, National and International career opportunities;
- Additional staff leave benefits to those in place nationally;
- Leading Apprenticeship scheme with a generous starting salary;
- In-house Graduate teacher training scheme with routes into the exciting and rewarding world of teaching at primary and secondary levels;

An application pack is available from the trust website which also contains a wealth of useful information.

This can be found at www.cfat.org.uk This information pack includes the job description and person specification.

Closing date for applications: Tuesday 10th April 2018 at 9.00 am

I look forward to receiving your application and thank you for your interest in our academy and this position.

Yours faithfully

Mr Craig Holden
Director of HR
Community First Academy Trust



ROSE BRIDGE
A C A D E M Y

Cover Supervisor x 2

We are seeking to appoint two reliable and committed Cover Supervisors. The desired candidate will be hardworking, honest and self-motivated in order to uphold the ethos, aims and values of the Trust and its family of schools.

Salary:	Grade 4 (SCP 14 – 19). Starting at £12,599.09 to £14,236.32 per annum (dependant on previous skills and experience)
Start Date:	ASAP
Contract Type:	Permanent, subject to 3-month probationary period.
Working Pattern:	33 hours per week, term time plus 1 week (39 weeks per year)
Working Times:	Monday, Wednesday to Friday 08.30 – 15.30, Tuesday 08.30 – 16.00
Closing Date:	9.00 am on Tuesday 10 th April 2018

We are looking to appoint an inspirational, hard-working and passionate individual to join our innovative and dynamic academy.

The main role of the Cover Supervisor is to cover the delivery of the lessons for classes in the event of teacher absences, planned or otherwise. You will oversee the completion of set work and manage the behaviour of pupils in the absence of the teaching staff. You will need to be a confident, adaptable and organised individual.

In addition to your duties as a cover supervisor, you may also be required to support with academy-wide intervention classes and one-to-one sessions in order to help us achieve our key priorities as an academy.

You will be responsible for:

- Covering pre-set lessons in the absence of teachers
- Managing behaviour appropriately and ensuring that the work set is completed by the students
- Covering a range of classes in different subject areas with a range of students varying in ages (11-16) and ability.
- Managing the handover back to the teacher upon their return

The successful candidate must be:

- Committed to raising standards
- Committed to sharing good practice
- Committed to excellence
- Dedicated to our values of Respect, Believe, Achieve

The role of Cover Supervisor is ideal for anyone wanting to make the next step in their career and for any individuals who are looking to gain further classroom based experience prior to completing a teacher training placement. A job description is included within this pack that outlines the full range of duties and responsibilities.

Application forms can be downloaded from www.cfat.org.uk

Completed applications are returnable to recruitment@cfat.org.uk or by post.

Community First Academy Trust is committed to rigorous safeguarding procedures and consistently promoting the welfare of children. All appointments will be subject to satisfactory Enhanced DBS Disclosures.

Vision and Values

About Community First Academy Trust (CFAT)

CFAT was one of the first Multi-Academy Trusts (MAT) in Wigan with plans to become a family of high performing primary and secondary academies, who, by working together will make a significant impact on the life chances of young people in our communities.

The whole purpose of a school is that children come first and everything we do must reflect this goal. Delivering teaching excellence is our overriding focus. Our family of academies work strategically together to deliver long term sustainability through efficiencies and savings that release resources to improve the rate of progress for all our children. This enables us to deliver the excellence in education that our communities deserve, by the sharing of best practice and the delivery of continuous and sustained improvement.

So far this has developed a strong focus on education whilst not losing sight of the individual child, alongside a range of back office developments that deliver a robust infrastructure for the future. This includes central finance, IT, HR and premises / estates management. Leadership development, succession planning and capacity building are also major priorities for the Trust.

Join CFAT and you will have:

The freedom to help & shape our schools: We believe every academy needs its own individual identity. So unlike other MATs, our Headteachers genuinely have the freedom to shape their school. We believe that this is the only way to truly meet the needs of a community, as being there every day means that they will know it better than anyone else.

A support network second-to-none: We passionately believe in the power of collaborative working and actively promote school-to-school support. This includes accessing support from our strong Teaching School Alliance (Westbridge) who offer a range of high quality professional development opportunities for staff at all levels. In this role, you will also have the support of other Headteachers, not to mention the strength of the wider CFAT group.

Boundless opportunities for career progression: When you deliver and achieve, you will be rewarded for your success – and that could be from leading multiple schools, to additional responsibilities that will impact across CFAT, through to Leadership roles. If you are ambitious, we will help you to succeed with pace.

A great social culture: We know how to enjoy ourselves and have a great team ethos. Conferences, summer parties, fun days and team building activities give you the chance to let your hair down with colleagues and know that your hard work is appreciated.

Our Teaching School (Westbridge Teaching School Alliance) will support the learning and personal / professional development of all staff within our academies, designing and delivering a range of bespoke programmes. Expert practitioners will be used to lead training at all levels from classroom practice level to senior leadership.

Community First Academy Trust staff also have access to CPD, through focused professional development, observation, coaching and support to further develop innovative, creative, and imaginative practice to ensure effective learning, progress and achievement.

Academies / Organisations within the Trust

Primary Schools:

Platt Bridge Community School

Secondary Schools:

Rose Bridge Academy

Other:

Westbridge Teaching Alliance

Kingsbridge Initial Teacher Training (SCITT)

Platt Bridge Start Well & Family Centre

Platt Bridge Community Childcare

The Trust is also currently seeking to sponsor a further secondary school and is also in discussions with three primary schools.

About Rose Bridge Academy

Rose Bridge Academy is a 11-16 mixed academy serving Ince and the wider community. We are located close to Wigan town centre with good transport links to the M6 and M61 motorways and Wigan's two rail stations. We are within an hour's commute from Preston, Liverpool and Manchester city centres. We have approximately 680 students on roll. This is rising with Years 7 and 8 being oversubscribed in 2018/19.

At the heart of Rose Bridge Academy are our values of Respect, Believe and Achieve.

These values underpin everything that we do.

RESPECT ourselves, each other and our Academy.

BELIEVE in ourselves, we can do it and we will never give up.

ACHIEVE our very best in all that we do.

At Rose Bridge Academy, we aim to:

- develop well rounded individuals that demonstrate greater resilience, determination and strength of character.
- equip students with the skills required to access increased opportunities and enhance their life chances.
- insist on high expectations and challenge.
- develop an aspirational academy that engages all parents and guardians

Our vision is for every student to enjoy and succeed in the academy regardless of their starting point or background.

Every student is valued and treated as an individual. We are proud of our caring, inclusive ethos where we set high standards and expectations and we encourage and support our students to achieve their very best.

We have a culture in school that promotes student progress and an ethos that focuses on our values of Respect, Believe, Achieve.

All students, regardless of their ability, deserve to be offered the opportunity to achieve their full potential and to this end we offer a curriculum that meets the needs of all. We are a fully inclusive academy and are seen as a model of good practice for inclusion through the recognition we receive for our work with students with SEND within our Small Learning Community.

All departments are well resourced and fully equipped with leading edge technology to provide staff with the tools to enhance teaching and learning and to ensure that the students' experiences at school are varied, exciting and challenging.

Primary transition to secondary school is second to none at Rose Bridge Academy. We ensure the smoothest of starts with meticulous attention to detail and close communication with local primary schools, students and parents. We offer opportunities for primary pupils to visit and experience life at Rose Bridge Academy. Learning Mentors and Heads of Year continue this high level of support once students commence their time here, ensuring that they are settled, happy and confident.

We believe the secret of our success is that we are large enough to offer a rich and diverse curriculum, yet small enough so that every student is well known and cared for as an individual.

We expect the highest standards of performance, behaviour and effort and students are expected to wear full school uniform at all times. We know that our students are well cared for in school. I am sure that you will get a feel for that when you visit or when you talk to our students who are very proud of their school.

For further information about Rose Bridge Academy please visit our website at www.rosebridgeacademy.co.uk

Job Description

Cover Supervisor



Job purpose:	To provide classroom supervision of students and carry out related tasks in the absence of teachers as well as classroom support for students and teachers as directed.
Reporting to:	Senior Leaders and Pastoral Lead
Liaising with:	All staff, students, parent/guardians and visitors to the academy
Responsible for - Staff	None
Salary:	Grade 4
Working Hours:	33 hours per week, 39 weeks per year (term time plus one week).
Disclosure level:	Enhanced with barred list check
Conditions of employment:	Holidays will need to be taken in consultation with the Headteacher. No holidays are permitted during the 190 day teaching year unless prior approval has been sought and agreed in advance with the Headteacher.

Job Outline	
<ul style="list-style-type: none"> • To provide classroom supervision for absent teaching colleagues: - <ul style="list-style-type: none"> - to take a register at the start of each lesson - supervising work that has been set in accordance with the academy's procedures - managing the behaviour of students whilst they are undertaking this work to ensure a constructive environment - responding to questions from students about process and procedures - dealing with any immediate problems or emergencies according to the academy's policies and procedures - collecting any completed work after the lesson and returning it to the appropriate teacher - reporting back as appropriate using the academy's agreed referral procedures on the behaviour of students during the class and any issues arising - to liaise with Subject Leaders or other teaching staff about the work set for the lesson, without leaving the students unsupervised at any time - to liaise regularly with Deputy Head about the quality and appropriateness of work set for students • To work as part of an examination invigilation team, for external and internal exams, as required. • To ensure observation of Health & Safety regulations, child protection and data protection regulations. • To support subject teachers in the classroom and in the production of resources as required. • To establish good working relationships with students, acting as a role model and setting high expectations. • To undertake administrative duties and curriculum support when not engaged in supervising classes. • To contribute to the supervision of clubs, including out of school sessions. • To participate in the lunch and break duty rotas. • To be part of the support team contributing to the maintenance and upgrading of displays around the academy. • To undertake relevant training for personal and professional development. • To participate in the appropriate staff review and Performance Management processes. • To work under the direction of the lead teacher/organiser when accompanying staff on academy visits. • Any other duties commensurate with the grade and job title as directed by the Office Supervisor / Deputy Head. 	

Other Specific Duties
<ul style="list-style-type: none"> • To carry out the duties in the most effective, efficient and economic manner available. • To support the development and promotion of an image which is consistent with the aims of the academy. • Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the academy. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as may be reasonably directed.
Health and Safety Training
<ul style="list-style-type: none"> • To undertake Health and Safety Training on areas within the designated work area. • Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. • Co-operate with the academy on all issues to do with Health, Safety & Welfare.
Pastoral Care
<ul style="list-style-type: none"> • Support the academy's implementation of all current statutory requirements including contributing to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Child Protection Procedures. • Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare.
Academy Ethos
<ul style="list-style-type: none"> • Commitment to the protection and safeguarding of children. • Play a full part in the life of the academy community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example. • Promote actively the academy's corporate policies. • Comply with the academy's health and safety policy and undertake risk assessments as appropriate.
Continuing Professional Development - Personal
<ul style="list-style-type: none"> • To continue personal development in the relevant area. • To participate in the staff review and development appraisal process. • In conjunction with the line manager, take responsibility for personal professional development. • Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post. • Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
Review of Arrangements
<p>The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered however that it is inevitable that over time the nature of individual jobs will change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently the academy will expect to revise the job description from time to time and in consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.</p>

Personal Specification

	Essential	Desirable	Source A = Application I = Interview R = References T = Task
Experience			
Experience of working and interacting with children of a relevant age and or learning need	E		A, I
Training and Qualifications			
Minimum of 3 GCSE's Grades (A to C) including English & Maths or equivalent qualifications to NVQ Level 2 / QCF credit value	E		A, I
NVQ Level 2 or equivalent qualification or an comparable level of experience		D	A, I
Willingness to obtain basic first aid certificate		D	I
Knowledge and Understanding			
Basic knowledge of how to use ICT to support learning	E		A, I
Understanding of how to use relevant equipment/resources	E		A, I
Some knowledge of children's games and activities	E		A, I
A knowledge of the national/foundation stage curriculum and other basic learning programmes		D	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I
Basic understanding of child development and learning processes		D	A, I
Knowledge of basic Health and Safety		D	A, I
Personal Skills, Abilities and Competencies			
Ability to communicate with and relate well to students and adults	E		A, I
Ability to use different approaches to deal with whole classroom and individual behaviour	E		A, I
Ability to work under supervision and as a team member	E		A, I
A personal and friendly nature	E		A, I
Ability to work in accordance with the academy's health and safety policies	E		A, I
Ability to deal with minor injuries		D	A, I
Staffing			
A commitment to equality of opportunity and fair treatment of all staff and students	E		I
A willingness to undertake training to complete training needs	E		I
Personal Qualities			
Good attendance	E		A
Tact and a sense of humour	E		A I
Resilience	E		A I
Corporate Responsibility			
Commitment to comply with the academy's policies i.e. Equal Opportunities, Health & Safety etc.	E		A, I
Commitment to continue personal development in relevant area	E		A, I
Commitment to share and develop good practice	E		A, I
Commitment to participate in the staff review and development process	E		A, I
Commitment to raising standards for all students	E		A, I
Commitment to the promotion of health and safety at work and to the protection and safeguarding of children	E		A, I
Need for awareness of and commitment to equal opportunities	E		A, I
Understand the diverse nature of British society and the local community	E		A, I
Application Form			
Accurate completion of Trust application form	E		A
High standards in numeracy and literacy	E		A

Seven reasons to choose to live and work in Wigan

In October 2017 Wigan was crowned the happiest place in Greater Manchester. Residents scored an average of 7.6 out of 10 on the cheeriness scale, according to the government's most recent wellbeing survey.



Conveniently located between the major cities of Manchester and Liverpool, Wigan is a great place to live and here are just a few reasons why you should make Wigan your home town and place of work.

Great commuter links

At the heart of the motorway network, Wigan has quick and easy access to the M6, M58, M60, M61 and M62 so as a commuter there is no better place to live.

Wigan boasts two rail stations, Wigan North Western and Wigan Wallgate. Our rail links are exceptional with frequent, direct services to London with a travel time of 2 hours. Manchester, Liverpool and Preston can be reached within 30 minutes. These travel times will be further reduced with the arrival of HS2.

Wigan is also well located for both Manchester Airport and John Lennon airport in Liverpool.

Value for money property

With the average house price in Wigan below the national average, houses in the area provide excellent value for money and there are opportunities for shared ownership schemes for those who wish to start their journey on property ladder.

Wigan has excellent housing stock of 142,000 covering a good range of property types and locations. There are also plans to enable the building of 10,000 homes in the next 10 years to ensure that the number of new homes matches demand in the borough.

The local authority has also been public about maintaining their committed to keep their council tax rates as one of the lowest. It is currently the second lowest in Greater Manchester.

Local attractions

Wigan boasts excellent shopping centres, wonderful areas of natural beauty, and an abundance of activities and sports in the area including bowling and roller skating.

The town hosts a number of events throughout the year including a half marathon, Wigan Pride, The Wigan 10K, Christmas markets, Christmas lights switch on and many other town center events including continental markets run throughout the year. Wigan has a vibrant and rich history and has two museums, Trencherfield Mill and the Museum of Wigan Life, meaning it's great for history buffs.

Shopping

Wigan town centre offers a superb shopping experience, major high street stores can be found in the Grand Arcade, this large shopping centre has plenty of high-street favourites.

Wigan also has more than 80 independent shops and restaurants in the numerous Victorian and Georgian arcades including the Galleries. Wigan has had a lot of money invested into its retail areas over recent years and the town centre has had further plans approved for a £60m regeneration project. The redevelopment will see the Galleries shopping centre revived into a modern retail destination including space for a cinema, gym, restaurants and leisure complex.



On the outskirts of Wigan is Robin Park, a sports, leisure and retail complex. Here you will find large retail stores, a cinema and a number of restaurants and eateries. Manchester, Liverpool and the famous Trafford Centre are all also in easy reach.

Workforce and colleagues

With a population of round 323,000 residents Wigan is home to 11.6% of Greater Manchester's total population providing access to a skilled and varied work force.

A recent study by the Office of National Statistics showed that Wigan has a high employment rate (75.4%) which is the 3rd highest in Greater Manchester and is above the UK average. When you live in Wigan there are plenty of jobs and opportunities around.

Wigan's economy grew by 2.4% between 2014-2016, faster than the Greater Manchester (2.1%) and UK (2%) average.

Sport and leisure

70% of Wigan's 77 square miles comprise of open space. Mesnes Park, Worthington Lakes, Fairy Glen and Haigh Woodland Park are perfect spots for those who love the great outdoors. Haigh Country Park and Mesnes Park have recently been the focus of regeneration plans, and areas such as Alexandra Park hold Green Flags for their facilities.

Wigan boasts six leisure centres, four pools and an extreme adventure zone offering a huge range of activities across the borough.

The iconic Wigan Pier is set to be rebranded as the 'Wigan Pier Quarter' over the next 10 years with a new performance venue, shops and community garden.

Activities are in abundance as a result of the beautiful local environment and include golf, fishing, sailing and rambling.

Wigan also boasts world famous sports teams including Wigan Warriors Rugby League Club, Wigan Athletic Football Club, Leigh Centurions and Wigan Cricket Club so there is always plenty of action to watch.

Education



Wigan has a brilliant education network from primary schools right through to further education establishments.

Education in Wigan is something we are very proud of. 89 per cent of primary schools and 88 per cent of secondary schools are rated as good or outstanding. If you want to start a career in education, there are lots of opportunities within schools.



In 2015 our schools were singled out for praise by the head of OFSTED, Sir Michael Wilshaw who highlighted the good work as part of his third annual report. Wigan has consistently excelled in education and has gained a reputation for recruiting and retaining high quality and effective teachers.

Winstanley College has been named in the top ten further education colleges in the country. St John Rigby College has recently been rated as outstanding by Ofsted and Wigan and Leigh College has achieved University Centre status and is able to offer a range of post 16 options including Higher Education. Wigan is also the base for ALRA, a nationally acclaimed drama school and a member of Drama UK.

Wigan is conveniently located for the internationally renowned universities of Manchester and Liverpool. The University of Manchester itself boasts 25 Nobel Prize winners. There are 20 universities within less than a one-hour drive of Greater Manchester, with in excess of 400,000 students.

So if you are thinking of relocating to the Northern Powerhouse... think Wigan and choose Community First Academy Trust.

Pay & Reward at Community First Academy Trust

Community First Academy Trust has outstanding standards of excellence through a highly collaborative and enterprising approach, which helps us meet the high expectations of our students/pupils, their parents, our staff and our communities.

As well as outstanding professional learning and career development opportunities, we offer a highly competitive benefits package.



How to Apply

Application forms can be downloaded from www.cfat.org.uk

Completed applications may be returned via email to recruitment@cfat.org.uk

If you would prefer to submit a paper application form, please return to:

Mrs Helen Logue
Payroll & HR Manager
Rose Bridge Academy
Holt Street
Ince
Wigan
WN1 3XH

To organise a tour of school please contact Mrs Helen Logue, Payroll and HR Manager on 01942 510712 extension 207.

Short listed candidates will be notified by e-mail of the interview arrangements. Please ensure your correct email address is provided on your application form.

Key Dates:

- **Closing Date: 9.00 am on Tuesday 10th April 2018**

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For informal discussions please contact Helen on 01942 510712 extension 207. All conversations will be treated as confidential.

Relevant Policies:

- CFAT DBS Policy
- CFAT Safer Recruitment Policy
- Child Protection and Safeguarding Policy
- CFAT HR Related GDPR Policy

Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.

In line with safer recruitment guidelines we will be taking up references in advance of the interview and will take them into account during the interview process.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the Trust's child protection policies and procedures.

Applications from all sections of the community are welcome.

Please note we cannot accept CVs as part of our safer recruitment process.

Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.

To all recruitment agencies: Community First Academy Trust (CFAT) and all its organisations do not accept unsolicited agency CVs. Please do not send unsolicited CVs to any of our job openings or to CFAT employees. CFAT will not be responsible for any fee(s) related to unsolicited CVs and succeeding any job opening or recruitment initiative.