

Cover Supervisor at Bolder Academy

A Bolder Future Awaits

Salary: NJC Scale 5 point 11-15

£31,074 - £32,931 pro-rata (term time only, including INSET days)

Starting salary to be agreed depending on experience

Are you seeking an opportunity to play a major role in a thriving and dynamic Academy? Bolder Academy is looking to recruit a Cover Supervisor who would be covering an array of subjects when class teachers are not in school. The ideal candidate will have the skills and confidence needed to keep the class motivated and focused so they can work on the activities set and prepared for them.

Bolder Academy is a mixed, non-denominational school which opened in September 2018. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are a strong part of the community.

We have opened our Sixth Form, and have been welcoming new students since September 2023.

Your new role

As a Cover Supervisor you will be part of a team who work collaboratively to contribute to the continued success of the school. You will play a pivotal role in supporting our students and teachers. You will primarily be responsible for covering for teacher absence and helping to deliver the highest quality learning experiences in order that all our students achieve their potential. The role requires you to support students as they work through the lesson and to understand how to help them to complete tasks, where needed.

We can offer you:

- Membership of the Local Government Pension Scheme
- Cycle to Work Scheme
- Free annual flu jab
- Free access to our Employee Assistance Programme
- Occupational Health
- An extensive professional development programme
- An early finish on a Friday!
- Working in a state of the art building.
- Free use of our excellent fitness suite and facilities

If this sounds like the job for you, please see further information and application forms on the vacancies page on the Bolder website www.bolderacademy.co.uk or contact vacancies@bolderacademy.co.uk

Recruitment Pack The Bolder Way and You

'We need a different kind of education, one that combines deep thinking (head); growth, character and dialogue (heart); and an ability to solve problems, generate ideas and engage in the world (hand). School should be, above all else, a place of learning in all its expansive complexity: learning how to think, learning how to live, learning how to create.' Peter Hyman, School 21

Creating a different kind of education, a bold future, for our staff and students, requires a certain type of teacher. Undeterred by the teacher recruitment crisis, we know what we are looking for.

Our vision is one of excellence and ambition which is built on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, and brilliance.

As a member of staff, you will play an integral part in developing the Academy's culture. You will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

For more information about what Bolder can offer you, please click here

<https://flipbookpdf.net/web/site/a2b8a89b0fe01d7c52c93c9f7d4e9d0b1f37373aFBP30845582.pdf.html>

To apply, please click on the 'Apply' button on our TES listing to fill out an online application form. Alternatively, please complete the teaching application form which can be found on the website: www.bolderacademy.co.uk/vacancies

If you do have any questions or you would like a word version of the application form, please email vacancies@bolderacademy.co.uk

Timeframe for Recruitment

Closing date for applications	<p>We will shortlist and interview as we receive applications – so please send them in before the deadline of <u>12pm on 13th January 2024</u></p> <p>Only shortlisted candidates will be contacted</p> <p>Interviews will be held according to application and we will consider interviewing early if we receive a strong application.</p> <p>Please note: No agencies should apply and we do not accept CVs.</p> <p>Sponsorship: We do not currently offer sponsorship for overseas candidates</p>
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Cover Supervisor

Job Description

REPORTS TO: Data Manager

GRADE OF POST: NJC Scale 5

HOURS: Full time, term time only, including INSET days

Main duties and responsibilities:

The normal duties of the postholder will usually include some of the following:

1. To support Bolder Academy's vision of learning and pastoral support.
2. To work as part of a team, sharing excellent practice and learning from others.
3. To cover lessons when the usual class teacher is unavailable.
4. To follow school procedures in dealing with any immediate problems or emergencies.
5. To collect completed work after lesson and returning it to the appropriate teacher.
6. To show initiative and be proactive if there is an issue with the work set by the class teacher.
7. To take the class register in line with legal and school requirements.
8. To undertake additional duties as directed by senior leadership team e.g. lunch and playground duties, supervision of students travelling between sites or to their PE lessons, or in the internal exclusion area.
9. To attend relevant staff and team meetings.
10. To help other staff if required. For instance, in the event of no teacher absence, you will be required to assist other staff as directed.
11. To assist in the supervision of tests and exams.
12. To complete ad-hoc administrative tasks.

13. To have vision and creativity, work hard and have strong inter-personal skills.
14. To undertake a break duty and first aid duties (appropriate training will be given).
15. To accompany and support the student(s) on visits, trips and out of school activities if necessary.
16. To attend relevant meetings, reviews, visits and participate in training opportunities and performance development as required.
17. To attend Parent Consultation evenings if required.

Safeguarding

- Uphold the Academy's policy in respect of child protection and safeguarding matters.
- Have commitment to the Academy's equality policies.
- Ensure any extra-curricular activities will be free from partisan, political and religious view. Where political issues are discussed, a balanced view is always presented.

The responsibilities of the post may be reviewed in the light of the needs of the school, after consultation with the post-holder.

Person specification: Cover Supervisor				
		Essential	Desirable	Evidence
Qualifications:				
1	5 good GCSEs including English & Maths at Grade C or above (or equivalent).	X		A,I
2	Excellent Microsoft Office skills	X		A,I
3	Eligible to work in the UK.	X		A,I
4	St John's Ambulance First Aid or equivalent or prepared to undertake training.		X	A,I
Experience:				
5	Experience of with children or young people, preferably in an educational setting.		X	A, I
6	Experience of working with SIMS or other school information management systems		X	A,I
Vision and Strategy:				
7	Vision aligned with Bolder of high aspirations and high expectations of self and others.	X		I
Behaviours, Skills and Abilities:				
8	Excellent listening, communication skills and high levels of emotional intelligence.	X		I
9	Listening skills to support children and young people through understanding their point of view in a non-judgemental approach.	X		I,R
10	Knowledge and understanding of the range of potential barriers to learning faced by children and young people	X		I,R
11	Resilience and optimism to lead through day-to-day challenges in a busy school environment.	X		I
12	Ability to work effectively and network with a wide range of support services and an ability to draw upon a wide range of support, information, opportunities and guidance	X		I,R

13	Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement	X		I,R
14	Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour.	X		I,R
15	Interpersonal skills to form and maintain positive working relationships with students, their families, colleagues	X		I,R
16	Ability to communicate fluently in accurate spoken and written English.	X		I
Other:				
17	Must be committed to safeguarding the welfare of children.	X		I
18	This post is subject to an enhanced DBS.	X		A, I, R

Key to Evidence: A = Application I = Interview R = References