



Candidate Information Pack

Cover Supervisor



L.E.A.D. Academy Trust



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Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

Diana Owen CBE

Chief Executive Officer





L.E.A.D. Academy Trust
comprises of:

24
primary

..... and

3
secondary
academies

..... across

5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff





Our Academies

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a ‘can-do’ attitude.
- A wide range of enrichment opportunities for all to get involved in.
- A celebration of all the cultures and faiths represented in the school.
- An organisation in which there are no excuses for underachievement.

"The headteacher is a visionary leader. Leaders, including subject leaders, are a united team."

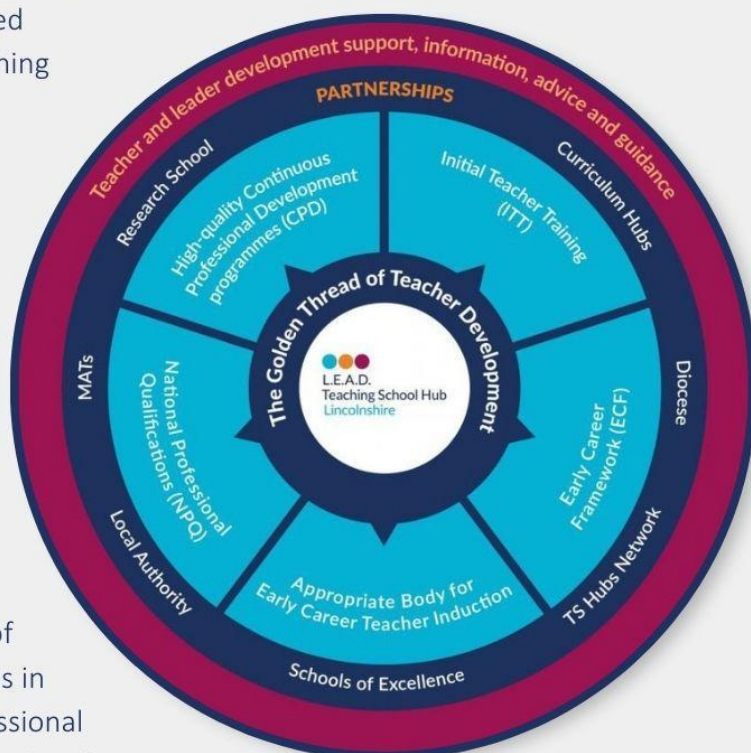
Witham St Hughs
Academy
Ofsted Report, 2012

L.E.A.D. Teaching School Hub

‘Working together to lead the highest outcomes for all.’

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.



A message from the Headteacher

Thank you for your interest in this role.

I am proud to have been the Headteacher of Bishop Alexander Academy for 10 years, and consider myself lucky to work with remarkable pupils, dedicated staff and supportive families. The people are what makes this academy special!

The **pupils** are enthusiastic and committed to their learning and show resilience and aspiration in all they do. They understand the importance of making mistakes and recognise these as learning opportunities. They show care for each other, but also for other members of the community. We firmly believe that this school belongs to the pupils', and their voice plays an essential part in the development of the academy. Pupils also undertake roles of responsibility such as Subject Ambassadors, Lunchtime Leaders and Active Citizens.



Headteacher Mrs Nicky Spencelayh

We have a highly committed team of **staff**, who inspire and care for our pupils. Our **parents** say, 'they are approachable staff' and provide a place in which 'their children flourish'. All staff are proud to be members of the Bishop Alexander team.

We believe that our pupils deserve the best education possible, and this is only possible through talented and well trained staff. They have a wealth of CPD opportunities both within the academy and through L.E.A.D Teaching School Hub. Staff say they value these opportunities to develop.

The school is fortunate to have a strong and supportive **Governing Body**, who share our commitment to further strengthen teaching and learning and ensure that all children reach their full potential. They also share a keen interest in the staff and their welfare.

I strongly encourage you to visit the academy, and see our caring, yet challenging, ethos in practice.

About Bishop Alexander Academy

We are a one-form entry academy with 220 pupils, which consists of a modern school building with extensive grounds. There is a diverse community, with 13 different home languages spoken, and pupils come from a range of backgrounds. We are passionate about pupils being able to 'see' themselves in our curriculum, and we pride ourselves on our inclusive ethos.

Our curriculum follows a two year cycle and starts literally 'on our doorstep', in that it is about our local community and Newark itself. We feel that the children need a sense of belonging and pride in where they live, before they learn and appreciate the wider world. Our curriculum themes are carefully chosen and reflect the needs of our pupils. The whole school follow the same theme and come together at the end for a common purpose.





Benefits of being part of L.E.A.D. Academy Trust for Teaching staff

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

Employee benefits from day 1

1. National teacher pay and conditions, including generous TPS scheme with minimum 23% employer contribution rate.
2. Superb CPD opportunities via various established routes including dedicated Teaching School Hub.
3. Access to Trust EAP service: 24/7 free advice on range of issues and wellbeing counselling.
4. Free eyecare vouchers and flu jabs.
5. Access to free Occupational Health Service, including physiotherapy service.
6. Access to free staff discounts and cashback for a huge range of products.

Ofsted feedback

"Leaders and staff are highly ambitious for all pupils. They take their responsibility to the pupils and the community very seriously. This is seen in their careful work to develop a knowledge-rich curriculum that promotes character development and raises aspiration."

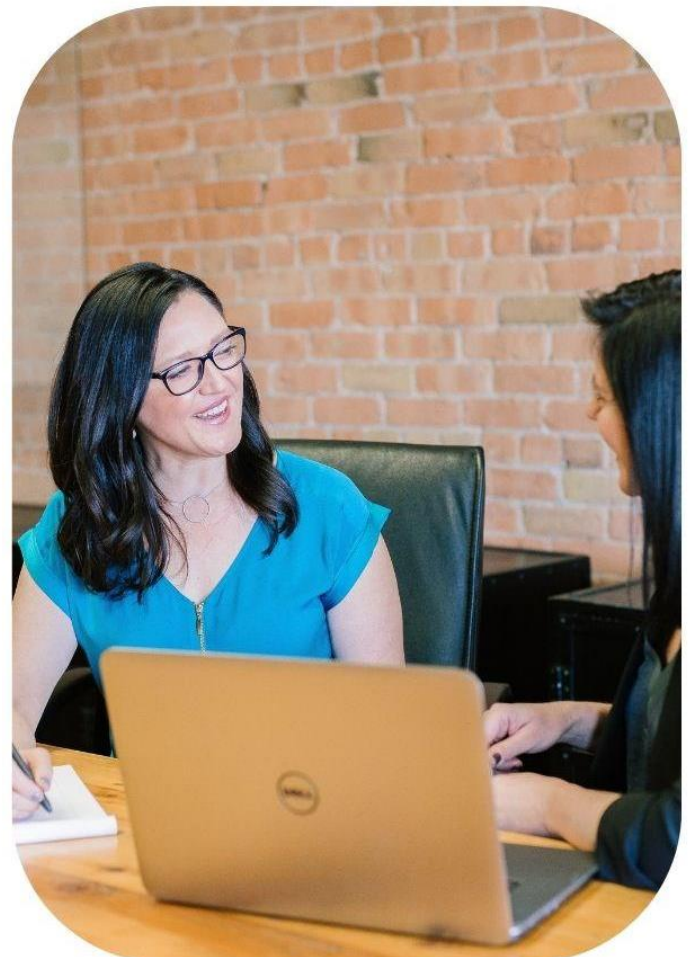
Radford Academy Ofsted Report, Jan 2023

"Staff feel that leaders are considerate of their well-being. They talk about leaders being approachable."

Bishop Alexander Academy, March 2023

"Staff value the training that they have had and the time to develop subject leadership roles. Teachers at the early stage of their career feel well supported and valued as members of staff."

Forest Lodge Academy, June 2022



OFSTED March 2024:

“Pupils feel happy and safe at school”.

*“Parents who share a view described a welcoming environment,
approachable staff and a place in which their children flourish”.*



How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to : sallyh28@bishopalexanderacademy.co.uk

CLOSING DATE: Friday 11th October 2024

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: **Mrs Sally Hade on** sallyh28@bishopalexanderacademy.co.uk



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Head of School,
Huntingdon Academy



Job description

Key responsibilities and accountabilities

Cover Supervisor

This role is particularly suitable for candidates considering a future career in teaching.

Start date – As soon as possible

Working hours – Part Time (2 posts)

Negotiable – 2 days and 3 days

Pay – Scale U2 (£22,960)

Job purpose:

To support teachers and students as directed and ensure that classes are taught effectively during times of absence, or to be responsible for the delivery of cover lessons during planned development work.

Duties and Responsibilities:

- To work with teachers to prepare appropriate lessons / resources when absence is known in advance
- To compile appropriate lesson activities / resources in liaison with other teachers when absence is not known in advance
- To undertake classroom activities as directed by teachers to support teaching and learning process
- To assist in the preparation of resources and display
- To mark students' work in accordance with Academy policies and teacher instructions
- To undertake administrative duties as requested by teachers
- To cover classes as and when needed
- To input data to support Academy policies in Assessment, Recording and Reporting
- To maintain student records in accordance with statutory procedures, Academy policies and as directed by Senior Leaders
- To manage the behaviour of pupils to ensure a constructive environment is maintained, by using a range of strategies
- Attend all meetings and functions necessary to support the work in this job description

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

Qualifications and Attainments	<ul style="list-style-type: none"> Studied to a minimum standard of GCSE (grade A*-C), or equivalent, in English and Maths Level 3 qualification A degree or post graduate qualification 	E E	D
Skills and Knowledge	<ul style="list-style-type: none"> Ability to contribute to the delivery of lessons High level of oral and written communication skills Ability to work as part of a team Able to work to tight deadlines, managing and prioritising time effectively Self-starter, with the ability to work independently and use own initiative to overcome obstacles 	E E E E E	
Experience	<ul style="list-style-type: none"> Previous paid or voluntary work with young people An understanding of Keeping Children Safe in Education An understanding basic school organisation A basic knowledge of the work of a school Experience working with children with Special Educational Needs 	E E E E	D
Personal Attributes	<ul style="list-style-type: none"> Have an openness to learning and change Have a positive attitude to personal development and training Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E E E	
Additional Requirements	<ul style="list-style-type: none"> This role is subject to an enhanced DBS May be required to work out of school hours to support the academy 	E E	



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

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