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Application Pack

Cover Supervisor

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# Welcome from the Principal

Dear candidate

I am delighted that you are interested in the role of Cover Supervisor at Co-op Academy Walkden. Our academy serves the local communities of Worsley, Boothstown and Walkden and provides places for 1500 pupils aged 11-16. We are easily commutable from all areas of the North West.

We have a dedicated team of staff who build and share positive relationships and a caring culture with our wonderful students. This was highlighted in our recent Ofsted inspection (May 2023), where we were graded ‘Good’ in all areas.

This is an exciting time to be joining us as we focus on the next stage of our development. Having joined the Co-op Academies Trust in December 2018, we have been through a significant journey, driven by our co-operative values and ‘Ways of Being’.

We are looking for talented and dedicated individuals who can build on our current success and support our ambitious vision for the future.

We pride ourselves on delivering a broad and ambitious curriculum for all children, including those with additional needs. We incorporate a small Enhanced Resourced Provision called the Hive, for students with cognitive learning difficulties and we also have an inclusion centre called The Link, to promote engagement for pupils who find school more challenging.

Should you choose to arrange a visit before applying you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly we are. If you would like to visit, please contact Mrs Nicola Taylor, Principal’s PA at [nicola.taylor@coopacademies.co.uk](mailto:nicola.taylor@coopacademies.co.uk) to arrange.

With best wishes

Matt Hacker

Principal

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## Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

**Self-help** – we support learners, parents, carers and staff to help themselves

**Self-responsibility** – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

**Democracy** – we give our learners, parents, carers and staff a say in the way we run our schools

**Equality** – we believe that the voice of each individual should be heard

**Equity** – we run our schools in a way that is fair and unbiased

**Solidarity** – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

**Openness** – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

**Honesty** – we act in a professional and respectful manner in our dealings with everyone

**Social responsibility** – we maximise our impact on the people in our communities while minimising our footprint on the world

**Caring for others** – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple ‘Ways of Being Co-op’ to demonstrate our values:

• Do what matters most

• Be yourself, always

• Show you care

• Succeed together

## 

**What makes our Academy amazing?**

**Students:**

• are engaged, very capable and want to learn

• create a welcoming atmosphere

• have amazingly supportive parents

• experience a broad range of visits and trips with many overseas

• participate in a vast array of expressive and creative arts shows and exhibitions

• complete in the Duke of Edinburgh Award and volunteer in the local community, raise significant funds for an Academy charity and participate in a wide range of sporting activities

**Staff enjoy:**

• working with brilliant students who want to achieve well and aim high

• state of the art facilities

• national terms and conditions and a wide range of additional benefits provided by the Co-op Academies Trust and its sponsor, The Co-op

• high quality professional development programme provided by the Co-op Academies Trust and the support of many local Trust academies

• a fantastic employee benefits package that includes discount on various Co-op branded products, gym and leisure discounts, cycle to work scheme, Health care-cash back scheme, discounted driving lessons and many more! Staff encouraged to be Co-op members and therefore receive generous discounts on all Co-op products

• a strong Well-Being group have been instrumental in the Academy achieving Investors In People Gold Status

• secure on site parking

# Job Advertisement

**Cover Supervisor**

| **Salary:** Band 2C (scp 12 - 18) £21,456 - £23,662 (actual salary)  Term time only plus 3 days.  Monday - Friday: 8am - 3pm  Contract: Permanent  Start date: ASAP  **Benefits include:**   * Local Government Pension scheme / Teachers Pension scheme * Co-op staff discount * Co-operative flexible benefits, including cycle to work * Co-operative credit union * Health-care cash-back scheme * Discounted gym membership & leisure activities * Season ticket & rental deposit loans   **Closing date: 30.01.2025**  **All applications for this role are to be completed via our SAMpeople Recruit platform. Please follow the link on our website to access this information** | Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for an increasing number of academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.  We are looking for an inspirational, professional and dedicated Cover Supervisor to join our team on a permanent basis. Applications are invited from enthusiastic and committed applicants with the highest ability and practice.  This role would provide an ideal opportunity for any ECT’s wishing to gain valuable classroom experience.  For more information about the Trust and other vacancies please visit our website coopacademies.co.uk  Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles. |
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# Cover Supervisor

# Job Description and Person Specification

Salary Grade: 2C point 12 - 18

32.5 hours per week (Monday - Friday 8am - 3pm)

(Permanent and Term Time Only + 3 days)

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Summary of the role:

To provide a daily cover service as directed by the Cover Manager and assist with the education and care of the students in the Academy, ensuring high standards of attainment and achievement through the provision of cover lessons.

Main Duties and Responsibilities/Accountabilities:

The Cover Supervisor will be required to undertake the tasks highlighted below:

* Register each class
* Supervise students with work left in accordance with the Academy policy.
* Liaise with the subject leader, where possible, to ensure that instructions are clarified.
* Undertake cover responsibilities for Teaching Assistant absences
* Liaise with Teaching Assistants regarding individual students being supported in class.
* Assist in preparing the learning environment and materials used therein.
* Assist with the management of student behaviour to ensure a constructive working environment.
* Collect all work completed after the lesson and return to an agreed place / person.
* Leave the classroom in a good order at the end of each lesson.
* Supervise entry and departure of students in accordance with Academy policy.
* Record and report attendance at lessons in accordance with Academy policy.
* Report poor student behaviour during lessons using the Academy procedures, reporting any other issues arising.
* Carry out staff duties and attend INSET days
* Model the values, ethos and vision of the Academy and the Trust.
* To maintain at all times, the utmost confidentiality with regard to all records and personal data relating to pupils and any other
* Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.

*The Co-op Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.*

# Person Specification

| CRITERIA | E/D |
| --- | --- |
|  | |
| Education & Qualifications   * GCSE (or equivalent) C and above in English and Maths or relevant experience. * A Level (or equivalent) qualifications * Hold a First Aid qualification | Essential  Desirable  Desirable |
|  | |
| Knowledge and Skills   * ICT skills - proficient in using Google Docs, Microsoft Word, Excel, Powerpoint * ICT skills - familiarity with SIMS, Classcharts and other online tools * Good communication skills both written and verbal * Good administration skills * Ability to work alone and as part of a team * Ability to liaise with class teachers, providing feedback about cover work and classes * Knowledge of good practice, policies and procedures including Child Protection and GDPR | Essential  Essential  Essential  Essential  Essential  Essential |
|  | |
| Experience and personal attributes   * Experience of working within an educational environment * Experience of providing cover supervision lessons in the absence of the regular class teacher * Experience of providing cover supervision across Key Stage 3-4 * Enjoy working with young people * Pleasant welcoming manner * Professional manner and personal integrity * Punctuality to work and the classroom * Excellent role model for young people | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |
|  |  |

**Note to applicants:** Please show in your application form, how you best meet these requirements

# Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

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## Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

∙ Documentary evidence of right to work in the UK

∙ Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate

∙ Documentary proof of current name and address (i.e. utility bill, financial statement.

∙ Where appropriate any documentation evidencing a change of name

∙ Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

∙ Motivation to work with children and young people

∙ Ability to form and maintain appropriate relationships and personal boundaries with children and young people

∙ Emotional resilience in working with challenging behaviours

∙ Attitudes to use of authority and maintaining discipline.

**Conditional Offer & Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

∙ Verification of right to work in the UK

∙ Receipt of at least two satisfactory references (if these have not already been received)

∙ Verification of identity and qualifications

∙ Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check

∙ Satisfactory Disclosure and Barring check

∙ Verification of professional status such as QTS Status, NPQH (where required)

∙ Satisfactory completion of a Health Assessment

∙ Satisfactory completion of the probationary period.

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# How to find us

The nearest bus stop is just a short walk from the Academy and can be reached via several different bus routes from most other parts of Manchester. The Academy is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

**Location:**

Co-op Academy Walkden is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The Academy has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the Academy is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580

