



## **Cover Supervisor at Bolder Academy**

### **A Bolder Future Awaits**

**Salary: NJC Scale 5 point 11-15**

**£25,123 - £26,983 pro-rata (term time only + 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.

Bolder Academy is a relatively new, 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 recently moved into our brand new, purpose-built accommodation, with fantastic facilities and extensive outside grounds, in the summer of 2021. The school currently has 4 years groups (Years 7 to 10). We are very excited about building the school as we take on an extra year group next year and eventually a sixth form.

### **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. You will ensure the students have the required resources and knowledge to complete the work set by the teacher. You will manage the behaviour of students during lessons to ensure all the work is completed to a high standard. We are seeking to appoint an enthusiastic Cover Supervisor who enjoys working with young people.

### **Closing date:**

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](http://www.bolderacademy.co.uk) or contact [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)



## **Recruitment Pack The Bolder Way and You**

Bolder Academy is an exceptional place to work. We know that by joining the team, a Bolder future truly awaits you.

Creating a different kind of education and securing a brilliant administration for our staff and students, requires a certain type of employee.

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

If appointed, you will play an integral part in shaping and 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.

Further information about the Academy can be found on our website [www.bolderacademy.co.uk](http://www.bolderacademy.co.uk)

To apply, please complete the application form and email it to: [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)

If you do have any questions or you would like a Word.doc copy of the application form, please email Lorraine Rice, HR Manager, on [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)

*Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview.*

*Bolder is an Equal Opportunities Employer.*

### **Timeframe for Recruitment**

Closing date for applications	<p><b><i>We will shortlist and interview as we receive applications – so please send them in before the deadline of 9am on 25<sup>th</sup> May 2022</i></b></p> <p><b><i>Interviews will be held according to application and we will consider interviewing early if we receive a strong application.</i></b></p> <p><b><i>Please note that we do not accept CVs and agencies need not apply</i></b></p>
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## **Cover Supervisor**

### **Job Description**

**REPORTS TO:** Data Manager

**GRADE OF POST:** 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 act as a form tutor if appropriate.
11. 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.
12. To assist in the supervision of tests and exams.

13. To complete ad-hoc administrative tasks.
14. To have vision and creativity, work hard and have strong inter-personal skills.
15. To undertake a break duty and first aid duties.
16. To accompany and support the student(s) on visits, trips and out of school activities if necessary.
17. To attend relevant meetings, reviews, visits and participate in training opportunities and performance development as required.
18. 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.

<b>Person specification: Cover Supervisor</b>				
		<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications:</b>				
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
<b>Experience:</b>				
5	Experience of with children or young people, preferable in an educational setting.		X	A, I
6	Experience of working with SIMS or other school information management systems		X	A,I
<b>Vision and Strategy:</b>				
7	Vision aligned with Bolder of high aspirations and high expectations of self and others.	X		I
<b>Behaviours, Skills and Abilities:</b>				
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
<b>Other:</b>				
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**