



**Biddick**  
Academy

**Application Pack**  
**Cover Supervisor**

Closing Date: Friday 25<sup>th</sup> September at 9am

Dear Applicant

Thank you for your interest in the post of Cover Supervisor at Biddick Academy.

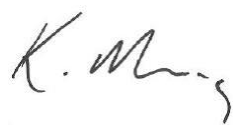
Our aim is to inspire children to learn, unlock their potential and achieve success. We are passionate and determined that every student feels a sense of achievement, enjoys their learning, is happy and cared for, and develops as a well-rounded individual.

At Biddick Academy, we are preparing students not just to excel in examinations but also to have the skills and attributes to be successful in life. Our curriculum is designed with the intention of developing curious, resilient, aspirational young people who leave us, truly ready for their next steps. We recognise the importance of the informal and formal curriculum and actively encourage a wealth of extra-curricular activities.

I am proud to lead a team of exceptional staff who develop positive relationships with students and are committed to providing opportunities so that students fulfil their potential. You will be joining a team that works together, supporting and motivating each other to ensure our students thrive and flourish.

Biddick Academy is at the heart of the local community and for this reason; the Academy is a warm, energetic and supportive environment. We provide a comprehensive induction programme for new colleagues and offer a range of high quality professional development opportunities.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Academy.



Miss K. Morris

Headteacher

## **Academy Information**

As an oversubscribed school, Biddick Academy has an excellent reputation in the local community. With 1100 students on roll and a specialist ASD provision comprising of 35 places, Biddick Academy is a dynamic place to work. We have 6 feeder primary schools and our catchment area is comprehensive, encompassing a wider variety of backgrounds.

The Academy has benefited from significant investment over a number of years and has excellent facilities, including a purpose built Engineering workshop and Hair and Beauty salon. After school hours, the Academy is busy with many community groups using the 3G pitches and leisure facilities.

As an organisation, we want everyone, students and staff alike, to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride

## **Curriculum**

### **Key Stage Three**

In Years 7 to 9 students study a broad range of subjects that, at the end of Key Stage Three, enable them to make informed choices for their GCSEs. For example, at present students study the following subjects: English, Mathematics, Science, Geography, History, Religious Education, Physical Education, Music, Art, Design Technology, ICT, IAG (Information, Advice and Guidance), Accelerated Reader, Spanish/French.

### **Key Stage Four**

At the end of Year 9, students make choices regarding the courses they would like to study in Years 10 and 11. All students study GCSEs in the following subjects: English Language, English Literature, Mathematics, Science, History and /or Geography. In addition, all students must also continue to study Physical Education, Ethics, and IAG (Information, Advice, Guidance) as part of the non-examined curriculum.

Students may then choose from a wide variety of further subjects to make up their option choices. At present GCSEs and vocational courses are available in: French, Spanish, Philosophy and Ethics, Engineering, Computer Science, Creative iMedia, Business and Enterprise, Food and Nutrition, Fine Art, Art and Design, Textiles, Digital Art, Hair and Beauty, Physical Education, Dance, Drama and Music.

## **The Cover Team**

The Cover Supervisors provide invaluable support for the Academy whilst gaining the opportunity to cover a variety of subjects and build working relationships with students from all year groups. As part of the wider Support Team of the Academy there are opportunities for the Cover Supervisors to be involved in extra-curricular activities if they wish as well as development opportunities and bespoke CPD.

The Cover Team comprises of two Cover Supervisors who provide cover when a teaching member of staff is absent. The Academy works on a fortnightly timetable with five one-hour teaching periods per day. The Cover Supervisors will deliver the work provided by the teaching staff and supervise the students.

**Cover Supervisor**  
**Required for November 2020**  
**Scale 4 (£19,554 - £21,166) pro rata to TTO 39 weeks and 32.5 hours**

Biddick Academy is a thriving, oversubscribed secondary school conveniently located 10 minutes' drive from Newcastle and Durham. We are passionate about education and believe that all students can and should achieve their full potential. Our extensive range of extra-curricular opportunities motivate students to aim high. The Academy enjoys an excellent reputation within the local community. We continually strive to inspire learning, unlock potential and achieve success for every student.

Teaching and learning at Biddick Academy is supported by a committed and dedicated Pastoral and Student Support Team who make a significant contribution to maintaining a positive environment for learning.

We are seeking to appoint a Cover Supervisor to join our team. The successful candidate will have:

- Experience of working within a school and team environment
- Knowledge of school systems and procedures
- Excellent interpersonal and communication skills
- Excellent organisational and time management skills

At Biddick Academy you will be joining a team where we work collaboratively to ensure our students are safe, happy, inspired and cared for. We provide an extremely supportive induction programme for new staff and excellent professional development opportunities.

We welcome socially distanced visits and would be delighted to show you around our Academy to fully appreciate our excellent learning environment and facilities. Please contact Mrs Helen Neary, HR Manager at [neary.h@biddickacademy.com](mailto:neary.h@biddickacademy.com) or 0191 5111600, ext 5013 to arrange a visit or to have an informal discussion regarding the role.

To apply, please complete an application form and return to Mrs H Neary at the email address above.

*Biddick Academy is committed to the safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.*

**Closing date for application:** Friday 25<sup>th</sup> September 2020 at 9am  
**Interviews:** Tuesday 20<sup>th</sup> October 2020



## Job Description

<b>Post Title:</b>	<b>Cover Supervisor</b>
<b>Responsible to:</b>	<b>The post holder is directly accountable to the Deputy Headteacher</b>
<b>Grade</b>	<b>Scale 4 (pro-rata)</b>
<b>Principle Responsibilities</b>	<p>The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties as follows:</p> <ul style="list-style-type: none"> <li>• Uphold and promote Academy aims and policies;</li> <li>• Support the academy by proving cover for lessons as and when required;</li> <li>• Provide appropriate support as directed when cover is not required.</li> </ul>
<b>Main Duties</b>	<p>The post holder will be required to:</p> <ul style="list-style-type: none"> <li>• Uphold the academy ethos, procedures and expectations;</li> <li>• Supervise student learning under the direction of the cover manager for short term planned and unplanned absences;</li> <li>• Communicate the work from the appropriate teaching staff to students;</li> <li>• Follow any instructions from the teaching staff regarding the work that is set;</li> <li>• Promote positive student behaviour and conduct;</li> <li>• To promote the inclusion and acceptance of all pupils within the classroom;</li> <li>• To provide accurate and effective feedback and reports to the teaching staff on pupil achievement and progress;</li> <li>• Follow correct behaviour management procedures ensuring positive student behaviour and conduct is promoted;</li> <li>• Maintain an appropriate learning environment in the classroom;</li> <li>• Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;</li> <li>• Demonstrate a thorough understanding of safeguarding policies and procedures, and their application within an educational setting/environment;</li> <li>• Invigilation of exams;</li> <li>• Accompany staff on school visits;</li> <li>• Support the after-school programme;</li> <li>• Support students with identified needs;</li> <li>• To support lunchtime duties;</li> <li>• To undertake the role of a form tutor.</li> </ul>
<b>Personal Responsibilities</b>	<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Support the Academy in ensuring that communication within the Academy is effective;</li> <li>• Support staff when required;</li> <li>• Participate in performance management, coaching and CPD.</li> </ul>
<b>Stakeholder Responsibilities</b>	<ul style="list-style-type: none"> <li>• To act as a role model for students by demonstrating own high quality conduct and expectations;</li> <li>• To communicate any issues/concerns to the relevant person;</li> <li>• Follow up on any communication from parents/carers where appropriate.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• To regularly review own practice, set personal targets and take responsibility for own personal development.</li> </ul>

<b>Strengthening communities</b>	<ul style="list-style-type: none"> <li>• Possess a ‘can do’ approach to departmental/school improvement and excellence;</li> <li>• Be an excellent communicator;</li> <li>• Work positively and in partnership with parents, governors and the community;</li> <li>• Support Biddick Academy’s climate for learning.</li> </ul>
<b>Generic Responsibilities</b>	<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Be an excellent role model for students and staff;</li> <li>• Contribute to the wider life of the Academy including lunchtime and after school clubs/activities and residential activities;</li> <li>• Attend Academy events and activities;</li> <li>• While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified;</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;</li> <li>• Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.</li> </ul>



## Cover Supervisor

### PERSON SPECIFICATION

Qualifications and Training	Essential	Desirable	Method
GCSE (or equivalent) in English and Maths at Grade C or above	✓		A
Relevant qualification and/or training (eg. NVQ Level 3)	✓		A
Recent evidence of commitment to own professional development	✓		A

Knowledge and Understanding	Essential	Desirable	Method
Knowledge of general office procedures and practice	✓		A/I
Knowledge of school systems and procedures	✓		A/I
Knowledge of strategies for promoting positive behaviour	✓		A/I

Skills and Experience	Essential	Desirable	Method
Experience of working within a school and team environment	✓		A
Excellent interpersonal and communication skills	✓		A/I
Ability to form strong and effective relationships with colleagues	✓		A
Ability to use ICT packages such as Microsoft Excel, Word, Outlook	✓		A
Experience of dealing with difficult and challenging situations	✓		A/I
Able to work under pressure and use own initiative where appropriate	✓		A/I
Excellent organisational skills, able to prioritise tasks and manage time effectively	✓		A/I

Personal Attributes	Essential	Desirable	Method
A passion and commitment for working with young people and a willingness to contribute to extra-curricular work of the academy	✓		I
A strong commitment to improving the outcomes for students	✓		I



Act as a role model for students and staff by setting high professional standards	✓		I
Team player	✓		A/I
Personable, approachable and able to gain the respect of others	✓		I
Commitment to the safeguarding and promoting the welfare of children	✓		I

A – Application Form

I - interview

*Biddick Academy is committed to the safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.*