

Cover Assistant

Northallerton School

Application Pack

Welcome from the Headteacher

October 2021

Dear Colleague

Thank you for your interest in the Cover Assistant post at Northallerton School and Sixth Form College. It is an exciting time for the school as we become part of the Areté Learning Trust in 2019. I am looking forward to working with the whole community as we strive for even greater success for all our young people. By working together we can ensure that all students enjoy their time at this school, make excellent progress and leave us with the necessary skills and attitudes to lead successful and fulfilling lives.

Being a cover assistant is an excellent opportunity to work in the classroom and is the career of choice for a variety of reasons: maybe you are thinking of teaching as a career and want some hands-on experience; maybe you are a teacher already but want to move away from the pressures of marking and planning but stay in the classroom; or maybe you just love working with young people and helping them achieve a first class education. Full training will be given to the successful candidate.

Further information regarding the role can be found in the Job Description and Person Specification.

If you are interested in submitting an application, please highlight the ways in which your abilities and experience make you a suitable candidate for this post. The closing date for applications is **12pm on Tuesday 9th November 2021**.

I look forward to reading your application and to welcoming you to Northallerton School & Sixth Form College. If you would like to talk more about the role please contact my PA, Louise Bramley, on bramley.l@northalletonschoo.org.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read 'V Rahn', followed by a period.

Vicki Rahn

Head of School

Northallerton School & Sixth Form College

Job Description for: Cover Assistant
Salary: Grade D, points 4 – 6
Responsible to: Cover Manager & SENDCo

Job purpose:

To provide short term cover for absent teaching and teaching assistant staff. Work is essentially supervisory in nature, allocating pre-prepared work, and managing the behaviour of pupils during class. The role does not involve planning, preparing, delivering lessons or assessing and reporting on the development progress and attainment of pupils.

Main Duties:

- Cover lessons for absent teaching staff and provide general feedback to the regular class teacher.
- Where directed by the SENDCo cover absence for teaching assistant and SEND support staff
- Where no timetabled cover has been scheduled, undertake general teaching assistant and admin duties as directed by the SENDCo.
- Be responsible for promoting and safeguarding the welfare of children and young people you are responsible for, or come into contact with.
- Encourage positive behaviour through the implementation of the school behaviour policy and practices, and encourage students to take responsibility for their own behaviour.
- Supervise students sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations.
- Contribute to the overall aims and ethos of Northallerton School and be a role model for students through exemplary professional conduct.
- Attend and participate in meetings as required
- Participate in the school's procedures for Performance Management and professional training as required.
- Undertake general administrative tasks.
- Ensure that confidentiality and discretion is maintained at all times when dealing with school matters.
- Ensure services are delivered in accordance with the Aims of the school's Equality Policy.
- Develop your own understanding of equality issues.
- To participate in any development opportunities and training events that are relevant to the post holder's duties.
- Undertake other reasonable duties related to the job purpose required from time to time. This may include supporting break / lunch duties, parents evenings, extra-curricular activities, such as performing arts productions and off-site educational visits.

Individuals in this role are also required to undertake the following:

- to promote actively the Academy's policies
- to engage in continued professional development
- to comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate
- to comply with the Academy's procedure concerning safeguarding and to ensure that training is accessed

Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including an enhanced DBS disclosure.

I understand this job description as defining my key responsibilities and appreciate that the above list is indicative and not exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed:

Dated:

Person Specification

Qualities and Attributes	
Qualifications & Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Good numeracy and literacy skills; (Grade C or above in English and Maths GCSE or equivalent) 	<ul style="list-style-type: none"> • HSAW First Aid Qualification or equivalent • Relevant admin and clerical experience • Experience of writing reports • NVQ 3 for Teaching Assistants or equivalent qualifications • Previous practical experience of working in a Teaching Assistant role.
Knowledge & Understanding	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • An ability to fulfil all spoken aspects of the role with confidence through the medium of English • Ability and willingness to undertake training and professional development 	<ul style="list-style-type: none"> • Experience of working with students in a formal setting without immediate supervision • Knowledge of child protection and health and safety procedures • Working with children with additional needs
Skills & abilities	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to effectively manage student behaviour in accordance with the school's behaviour management policy and procedure • The ability to hold the attention of a class of students 	
Personal Qualities	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to empathise and be positive with children and young people • Ability to use own initiative to work flexibly and respond positively to a range of situations • Good interpersonal skills • A sense of humour • Ability to work effectively as part of a team and to form positive professional relationships with colleagues • A willingness to seek specialist advice and awareness of where to seek it • Ability to adhere to the school's policies and procedures relating to 	

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to the following email address: recruitment@aretelearningtrust.org stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **12pm on Tuesday 9th November 2021**

**APPLICATION FOR POST OF:
COVER ASSISTANT AT NORTHALLERTON SCHOOL & SIXTH FORM COLLEGE**

Please write in black ink or type. Do not include a CV.

This application form has been designed to exclude information that might lead to discrimination.

SECTION 1 - PERSONAL DETAILS			
Title:		First forename:	
Other forename:		Surname:	
Former Surname:		Other names:	
Address line:			
Town:		County:	
Postcode:		Country:	
Home Phone No:		Resident at this address since (Date):	
Mobile Number:		Work Number:	
Email Address:			

Please note correspondence regarding your application may be sent to your e-mail and/or postal address. If you have not heard from us within 21 days of the closing date, please assume your application has not been shortlisted. You are welcome to ring the school to ask for feedback to assist you in any future applications.

SECTION 2 - PERSONAL DETAILS CONTINUED		
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please provide details:		
If you are successful in your application would you require a work permit prior to taking up employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please specify dates:	Date (MM/YY) From:	
	Date (MM/YY) To:	
Have you ever lived and/or worked outside of the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please provide details:		
Do you hold a Certificate of Good Conduct for your time spent abroad?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide the date of issue.	Date:	

Insert your National Insurance Number:

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SECTION 3 – SOURCE OF APPLICATION

Where did you see the vacancy advertised?

SECTION 4 – SECONDARY EDUCATION

Subject	Qualification (n.b. include level 2 and level 3 qualifications)	Grade	Month/Year obtained (Mandatory)

SECTION 5 – FURTHER EDUCATION

Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary)

School, College or University	Subject	Qualification/Level	Grade	Year Obtained / Examination Date

SECTION 6 – CPDPlease give details of recent significant in-service training courses etc. attended. (Continue on a separate sheet if necessary). *(Newly Qualified Teachers are invited to outline key elements of their course and dissertation work)*

Organising Body	Nature/Title of Course	Dates

SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

SECTION 8 – REGISTERED COUNCILS

Are you registered with the Institute for Learning?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes, please provide your Registration number:	

Teaching Roles only:

Teacher Reference Number:	
Current salary point:	
Date QTS awarded:	
Induction period completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes, please confirm the date:	
If you have answered No, please select the appropriate option:	Not yet started <input type="checkbox"/> Stage 1 completed <input type="checkbox"/> Stage 2 completed <input type="checkbox"/>

SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:	
Local Education Authority:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Grade:
Number on roll (<i>teaching roles only</i>):	Age Range (<i>teaching roles only</i>)
Date of appointment (Month/YYYY):	Salary:
Notice Required () Weeks:	Telephone number:
Leave date (if applicable- Month/YYYY):	Reason for leaving (if applicable):
Summary of current job role; duties and responsibilities:	

SECTION 10 – PREVIOUS EMPLOYMENT

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

Name of Employer :	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable)

Name of Employer:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY)	Reason of leaving (if applicable)

Name of Employer	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

Name of Employer	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	

Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

Please provide details for any gaps in your employment history when you have not been in education, training or employment.

Please list dates and the reason (i.e. Travel, Parental leave etc)

Gaps in employment (including dates)

SECTION 11 – REFERENCES

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note your second referee should ideally be a previous line manager or someone in a position of authority.

SECTION 12 – REFERENCE

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 13 – DECLARATIONS AND CONSENTS

Do you consider yourself to have a disability:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event.	
Are you related to any member or employee of Areté Learning Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered Yes, please provide details.	
I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:

Capability/Performance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Disciplinary	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Are there any dates when you would not be available for interview in the near future?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details	
Please state the date on which you could take up duty if appointed.	
I declare that the information contained in this application form is correct and understand that the trust will request to see proof of qualifications at the time of interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.

As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any 'spent' and 'unspent' convictions. If you answered Yes to this question, please provide details below.

What was the date of the conviction(s)?	(DD/MM/YY)

SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS
<p>I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.</p> <p>Signature: Date:</p>

SECTION 15 – EQUAL OPPORTUNITIES MONITORING

Areté Learning Trust is committed to equality in employment. The trust's aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data.

In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/>	
Ethnic group	White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/> White and Black <input type="checkbox"/> Mixed: Mixed: White and Black African <input type="checkbox"/> Mixed: White and Asian <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/>	Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Other Asian <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Other Black <input type="checkbox"/> Chinese or Other Ethnic Group <input type="checkbox"/> Other <input type="checkbox"/>
If Other please specify		