



Armthorpe
Academy

BUILD YOUR DREAM CAREER

Join our Team!



RECRUITMENT PACK

Cover Supervisor

Armthorpe Academy, Doncaster

EXCELLENCE AND EQUITY WITH INTEGRITY

WELCOME FROM THE CEO



Dear Candidate,

Thank you for your interest in the position of Cover Supervisor at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy
Chief Executive Officer of Consilium Academies.

WELCOME FROM THE PRINCIPAL



Welcome to Armthorpe Academy.

I am delighted to extend a warm welcome to you as a potential new member of our dedicated team here at the Armthorpe Academy. It is with great enthusiasm that we consider your interest in joining us as we continue our commitment to providing an outstanding educational experience for our students.

At the Armthorpe Academy, we take pride in our strong tradition of excellence in education, and it is our dedicated staff that plays a pivotal role in achieving this. We believe in fostering an environment where each staff member can thrive personally and professionally, contributing to our shared mission of nurturing young minds and shaping the leaders of tomorrow.

As the Principal of the Armthorpe Academy, I want to emphasise our commitment to:

- **Educational Excellence:** Our school has a long history of academic success, and we are committed to maintaining and improving the quality of education we offer. We believe in fostering a culture of continuous learning for both students and staff.
- **Inclusivity and Diversity:** We value diversity and inclusivity and strive to create a welcoming and inclusive environment where all students and staff feel valued and respected.
- **Professional Development:** We encourage and support the professional growth of our staff through ongoing training, workshops, and opportunities for career advancement.
- **Community Engagement:** We are deeply connected to our community and believe in forging strong partnerships with parents, students, and the wider community to create a positive learning environment.
- **Well-being:** We prioritise the well-being of our staff, recognising that a happy and healthy team is essential for the success of our school.

As a potential member of our team, you would have the opportunity to contribute your unique skills and talents to our school community while being part of a collaborative and supportive team that shares a common passion for education.

Thank you for considering the Armthorpe Academy as your potential workplace. We are excited about the prospect of having you join our team and contribute to the continued success of our school. I look forward to the possibility of working with you and witnessing the positive impact you can make on our students' lives.

Kind Regards,

David Bisley
Principal

ABOUT THE SCHOOL



Armthorpe Academy is an 11-16 school located in the town of Doncaster, South Yorkshire. The learning our children experience is a broad and balanced diet that provides intellectual, moral, creative and emotional stimulation. It is an exciting time to be part of our academy, as with the support of Consilium, we are constantly working to develop and evolve our curriculum and pedagogy to ensure all students can flourish. This means not only striving to fulfil the academic potential of all our learners, but also teaching our young people how to care for themselves mentally and physically, as well as facilitating opportunities for them to enjoy and live life to the full beyond the taught curriculum.

At Armthorpe, we believe every learner is an individual with a unique personality, characteristics and the potential to shine. Inclusion therefore lies at the heart of everything we do. Childhood is changing. Our learners are growing up in a world defined by fast-paced technological development living increasingly online, in spaces adults sometimes struggle to understand. We place great value on preparing our learners to thrive in 21st century Britain, not just academically but socially, emotionally, morally and culturally too. It has never been more important to equip our students to adapt to and embrace change, develop their resilience and creative thinking skills whilst instilling a real love of learning. The development of the whole person is imperative to us.

Respect	<ul style="list-style-type: none"> • Being a leader: Doing the right thing when no-one is watching (both inside and outside of school). • Executing the basics: Smiling, saying please/thank you, opening doors and treating others how we would want to be treated ourselves. • Following and accepting rules without argument.
Responsibility	<ul style="list-style-type: none"> • Being responsible: doing the 'things' you are supposed to do. • Accepting responsibility: enjoying praise for 'things' you have done well (positive choices) and admitting to and accepting the consequences for 'things' you have not done well (poor choices). • Role modelling responsibility: encouraging others to make positive choices.
Resilience	<ul style="list-style-type: none"> • Being prepared to embrace challenges and unknown situations. • Bouncebackability! Realizing sometimes we must try things several times before we learn or find a solution. • Being ruthless and relentless in striving for success – we do not stop until we are as good as we can be!
Pride	<ul style="list-style-type: none"> • Constantly working hard – nothing replaces hard work. • Actively listening to others so we are always learning and improving, know it, own it, do it! • Thinking for ourselves and never being afraid to share our ideas/thoughts when requested – we aim for solution focused creative minds
Ambition	<ul style="list-style-type: none"> • If our dreams do not scare us, they are not big enough. • Having a dream we can articulate. • Understanding what excellence looks like and constantly striving for it.

ABOUT THE TRUST



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equity with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equity, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equity, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

BENEFITS



As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.



A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER

34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF



EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK

A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION



FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.

ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES



ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY

AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE



JOB DESCRIPTION



JOB TITLE:	Cover Supervisor
REPORTS TO:	Vice Principal
GRADE:	Grade 6 (NJC scale points 13 – 17)
CONTRACT:	Fixed term to cover maternity leave
WORKING PATTERN:	36 hours per week, term time plus 5 days
ACTUAL SALARY:	£25,238.38 - £26,938.38
MAIN PURPOSE OF THE ROLE	
To provide cover and supervision for classes of pupils during the absence of the classroom teacher.	
CORE RESPONSIBILITIES & TASKS	
<p>Support for pupils:</p> <ul style="list-style-type: none"> • Supervise pupils in the classroom during the absence of the class teacher, ensuring that the work set is completed during the lesson. • Register and record pupil attendance in lessons. • Answer pupil queries in regard to process and procedures relating to the lesson and work set. • Collect work completed following the lesson and provide written feedback for the appropriate teacher. • Establish productive working relationships with pupils, acting as a role model and setting high expectations. • Promote the inclusion and acceptance of all pupils within the classroom. • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. • Support pupils consistently whilst recognising and responding to their individual needs. • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities. • Record any positive/negative behaviour on the pupil record on SIMS.Net • Cover Form registration as required, ensuring an accurate register of pupils and participate in Form activities. • Ensure that all lessons are appropriately covered where required. • Cover seclusion as and when required. <p>Support for the teacher:</p> <ul style="list-style-type: none"> • Work with the teacher to establish an appropriate learning environment. • Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate. • Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. • Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested. • Undertake marking of pupils' work and accurately record achievement/progress. • Administer and assess routine tests and invigilate exams/tests. • Provide general clerical/admin support e.g. administer coursework; produce worksheets for agreed activities etc. <p>Support for the school:</p> <ul style="list-style-type: none"> • Work with Cover Manager to organize sufficient cover for all staff absences • Liaise and build relationships with supply agencies to ensure we receive outstanding supply 	

- Ensure supply staff receive sufficient guidance and information on school routines
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the schools.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Supervise pupils on visits, trips and out of school activities as required.
- Assist with supervision for inoculations/school photographs/school events/exams as and when required

CORPORATE 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.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

ADDITIONAL NOTES

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

PERSON SPECIFICATION



Qualifications and CPD	Essential	Desirable
Numeracy and literacy skills to GCSE or equivalent	X	
First Aid Qualification		X
Experience, Knowledge and Skills		
Experience of database management		X
Experience of working in an educational environment		X
Experience of working with families, parents/carers		X
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	X	
Good organisational skills	X	
Sufficient literacy and numeracy to write clear messages and to keep records	X	
Working knowledge of common ICT applications e.g. spreadsheets, email, internet, database input	X	
Knowledge of SIMS or similar	X	
Knowledge of statutory attendance policies and requirements	X	
The ability to manage pupils in a classroom setting	X	
Experience of working in an educational environment		X
Experience of working with families, parents/carers	X	
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	X	
Good organisational skills	X	
Sufficient literacy and numeracy to write clear messages and to keep records	X	
Working knowledge of common ICT applications e.g. spreadsheets, email, internet, database input	X	
Knowledge of SIMS or similar	X	
Knowledge of statutory attendance policies and requirements	X	
The ability to manage pupils in a classroom setting	X	
Experience of working in an educational environment		X
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.		X