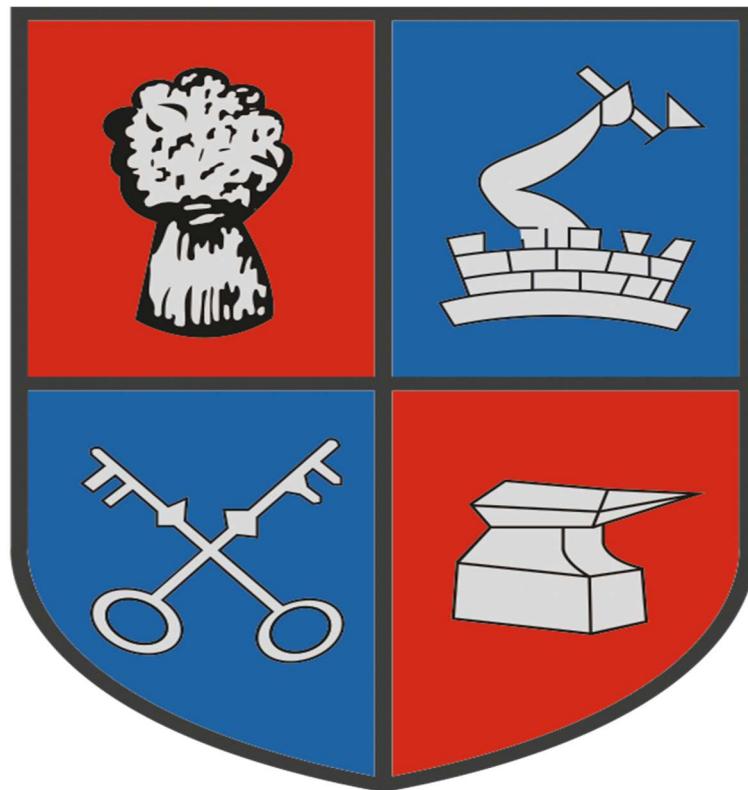


Saltley Academy



Cover Supervisor Candidate Pack



**Washwood Heath
Multi Academy Trust**
Respect Collaboration Aspiration



Saltley Academy - Candidate Pack

Headteachers Welcome

Welcome to Saltley Academy. Thank you for considering a career at Saltley Academy and showing an interest in the role of Cover Supervisor within our School.

We are a vibrant and forward-thinking educational institution committed to providing an exceptional learning environment where every student can flourish. Our staff are at the heart of what we do, and we are dedicated to creating a supportive and dynamic workplace where professional growth and personal development are encouraged.

Saltley Academy is a leading educational institution situated in Birmingham. Our mission is to inspire and empower students to achieve their full potential through a commitment to excellence, inclusivity, and innovation. We offer a range of academic and extracurricular opportunities designed to support and challenge our students, preparing them for success in their future endeavours.



Our values include:

- Excellence: Striving for the highest standards in all aspects of our work.
- Inclusivity: Creating an environment where everyone is valued and respected.
- Innovation: Embracing new ideas and approaches to enhance teaching and learning.
- Collaboration: Working together to achieve common goals and support one another.

Our staff are passionate, dedicated professionals who contribute to a thriving and positive school environment. We invest in our team by providing opportunities for continuous professional development and fostering a culture of support and collaboration.

Saltley Academy is part of the Washwood Heath Multi Academy Trust.

This Candidate Pack is designed to give you an overview of our academy, the role we are recruiting for, and the qualities we seek in our candidates. We hope it helps you understand what makes Saltley Academy a great place to work and guides you through the application process.

Paul Marano

Headteacher





Saltley Academy - Candidate Pack

About Our School

We are proud not just of our examination results, but also our commitment to valuing each individual/pupil, celebrating all the cultures of our city and country and being the best we can be.

Our 'Academy Pledge' as a Rights Respecting School is as follows; "Saltley Academy is founded on the principle of all respecting the dignity and rights of each and every individual. Respectful relationships are at the core of this learning community, which will enable our young people to respect all whom they meet and to understand and develop the skills they need to embrace the responsibilities of being an outstanding learner and an active, contributing and content citizen."

Saltley Academy provides outstanding learning opportunities for our pupils, in a safe and caring environment. Our pupils feel that they belong to the school, have a voice and are treated equally. Being a member of Saltley Academy transforms not only your life but all the lives of our Academy community. We work alongside other schools and institutions, so we can inspire our pupils to be outstanding, life-long learners, who are also taught and guided by the inspirational staff here at Saltley Academy.

With the skills and personal qualities that are required for a happy and successful life and career, Saltley Academy prepares pupils for adult life, as respectful and responsible citizens in multi-cultural Britain. In a school where real success is recognised and celebrated, Saltley has the highest expectations for academic progress and personal standards. We also encourage our pupils to believe in what they can achieve. Providing every opportunity possible for them, we aim to be a shining example of excellence in teaching and learning.

School Vision & Ethos

Saltley Academy is committed to developing outstanding learners. This means that all students will have the opportunity, guidance and care to ensure that:

- They achieve academic excellence;
- They are respectful and respected;
- They are safe, guided and cared for, while developing independence, resilience and creativity;
- They develop as happy, successful, respectful and responsible citizens, who will play a positive role in the school, the community and society as a whole;
- They develop the skills and qualities needed to do this, which will prepare them for further study and the world of work;
- They have a wide range of enriching experiences and different learning opportunities;
- They have access to excellent teachers, quality support staff and superb facilities and technology;
- They are able to be the best they can be.

Curriculum Overview

Our ambitious curriculum at Saltley Academy is built to inspire and challenge students, giving them opportunities to develop and become outstanding learners. It aligns with the WHMAT strategic vision for teaching and learning as it is both broad and rich, underpinned by our principle of respecting the rights of all in our community, and meets individual needs, allowing all students to secure outstanding achievements.

We aim to provide our students with a breadth of knowledge, skills and experiences that enable them to reach their full potential academically, culturally, socially, morally and spiritually. As a Rights Respecting School, Articles 29 (the goals of education) and 31 (the right to leisure, play and culture) are central to the aims of our curriculum.



Saltley Academy - Candidate Pack

At Saltley Academy students will:

- Experience a broad, rich and inspiring curriculum
- Be literate and numerate
- Learn to become active citizens
- Learn and develop the Saltley Outstanding Learner Qualities needed for success in life, including becoming confident, articulate orators
- Prepare for and secure the foundations for future progression

Outstanding Learner

The ten Outstanding Learner Qualities (OLQs) that students learn about and are expected to develop are embedded in each aspect of the school and feature in the form time and assembly curriculum. We see these qualities as integral to success and becoming life-long learners.

- Respect – Show it to earn it
- Independence – Show your skills
- Resilience – Show commitment
- Communication – Be understood
- Innovation – Be creative
- Leadership – Take responsibility
- Reflection – Take time to evaluate
- Knowledge – Apply it
- Collaboration – Be a team



Broad and Rich Curriculum

At KS3, the curriculum is broad, and students experience the full National Curriculum through each subject's learning journey, giving them opportunities to explore each subject and become junior experts e.g. junior historians whilst learning the key knowledge and principles required. Each learning journey has been carefully planned for all to make progress towards goals, sequenced to make sense and build on prior learning. Subjects make links with each other which allows students to make further meaningful links with knowledge information and skills and gives them further opportunities to recall and practise this knowledge and skills. Our curriculum at KS3 inspires students to develop the skills of enquiry and curiosity in order that they become lifelong learners.

Our curriculum is ambitious for all and academic rigour is integral to every curriculum pathway at KS4. Students are carefully matched to their pathway to ensure they are able to reach their potential, achieve academic success and continue their learning at Post 16 on the course of their choice. The English Baccalaureate suite of subjects is the most ambitious pathway, giving a breadth and depth of curriculum that will enable any chosen path in further education. The majority of students will take the Ebacc, while students who demonstrate the commitment, resilience and aptitude required, will also study separate Sciences instead of Combined Science. The majority of students will achieve 9 GCSEs at the end of Year 11, with selected students working towards 8 GCSEs, with an addition focus on the core subjects English and Maths.

Our curriculum maintains the flexibility needed for some of our students with high level SEND, either in mainstream or in the Bridge (our Resource Base for pupils with Autism). We are able to offer Asdan for preparation for life skills, and allow students to work towards Entry Level in the core subjects before taking the GCSEs in these subjects.



Saltley Academy - Candidate Pack

Job Description

Job Title – **Cover Supervisor**

Purpose of role:

To supervise whole classes during the short-term absence of teaching staff. The primary focus will be to maintain good order, ensure students are engaged in pre-set work, and uphold the school's high expectations for behaviour and learning. The Cover Supervisor will play a key role in supporting continuity of education, maintaining a positive climate for learning, and contributing to the wider life of Saltley Academy.

Grade: 3

Line managed by: Cover Manager & Member of SLT Team

Contract Type: Term Time, Permanent

Location: Saltley Academy, [Birmingham]

Key Responsibilities:

Roles and Responsibilities

- Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
- Respond to any questions from pupils about process and procedures
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser
- Contribute to the overall ethos/work/aims of the school
- 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
- As required and under the guidance of teaching/senior staff, undertake a range of other activities to support pupils learning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEP's, implementing agreed learning strategies, etc.

General

- To perform other such duties as the Headteacher may from time to time determine.
- This allocation of duties is subject to regular review.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school and to set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Saltley Academy - Candidate Pack

Person Specification

Job Title – Cover Supervisor

Criteria	Essential (✓)	Desirable (✓)
Qualifications		
GCSEs (or equivalent) in English and Maths (Grade C/4 or above)	✓	
A-levels or equivalent Level 3 qualifications		✓
Degree or higher education qualification		✓
Relevant training in classroom support or supervision		✓
Experience		
Experience working with young people in a school or similar setting	✓	
Experience managing or supervising groups	✓	
Experience working within a secondary school environment		✓
Experience of supporting students with additional needs		✓
Knowledge and Skills		
Understanding of the school curriculum and classroom procedures	✓	
Ability to manage classroom behaviour positively and effectively	✓	
Ability to follow lesson plans and maintain continuity of learning	✓	
Good ICT skills for classroom and administrative tasks	✓	
Understanding of safeguarding and child protection responsibilities	✓	
Knowledge of SEND and strategies to support learners		✓
Personal Qualities		
Reliable, punctual, and flexible	✓	
Calm, confident, and authoritative presence	✓	
Strong interpersonal and communication skills	✓	
Ability to work independently and as part of a team	✓	
Commitment to the ethos and values of Saltley Academy	✓	
Willingness to undertake relevant training and professional development	✓	

Equal Opportunities

Saltley Academy is an equal opportunities employer. We are committed to creating a diverse and inclusive workplace where everyone feels respected and valued. We encourage applications from all individuals regardless of race, gender, disability, sexual orientation, or age.

If you meet these criteria and are passionate about making a difference in the lives of students, we encourage you to apply for the Cover Supervisor position at Saltley Academy.

We are part of Washwood Heath Multi Academy Trust, welcoming students from 11 years old to 16 years old, providing a standard of academic excellence for secondary and education. We are very proud of the positive learning experience offered to our students and the support available to ensure they achieve their full potential. **We:**

- offer an excellent induction programme within a friendly and supportive environment
- offer a whole range of opportunities to further develop colleagues' teaching skills and leadership potential, including a Supportive NQT Induction Process & Policy, Career Pledge for Teachers to support at each stage of career, paid opportunities to upskill via apprenticeship levy (right up to masters level).
- are creative and innovative in our approach to all aspects of school life
- have motivated, vibrant, multi-ethnic students and staff
- have a strong family ethos where individuals are respected and valued



Saltley Academy - Candidate Pack

- are part of the WHA Trust that provides numerous professional development opportunities

Informal conversations are warmly welcomed. Please contact **Janice Crosdale – PA to the Headteacher** icrosdale@saltley.academy

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

As part of our recruitment process, we carry out rigorous online searches in line with Keeping Children Safe in Education (KCSIE).

We value our people and are dedicated to making sure that everybody feels empowered to bring their authentic self to work. We have an outstanding opportunity to work at Saltley Academy as a Cover Supervisor.

We promise to treat all candidates fairly, consistently and with respect throughout the application, assessment, and selection process.

We are also “happy to talk flexible working” subject to the operational requirements of the role.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Washwood Heath Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Please note that applications must be the creation of the candidate applying. While technology, including artificial intelligence, may be used to help the candidate select certain phraseology, if substantial use of AI is used, the application will be disregarded.