



Washington  
Academy

# BUILD YOUR DREAM CAREER

Join our Team!



## RECRUITMENT PACK

### Cover Supervisor

Washington Academy, Sunderland

EXCELLENCE AND EQUITY WITH INTEGRITY

# WELCOME FROM THE CEO

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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.



Dear Candidate,

Thank you for expressing your interest in working at Washington Academy. Washington is proud to be part of the Consilium Academies, read on to find out more about trust. Once you have read this application pack, if you would like to visit us, please get in touch.

As our school continues to grow, we have a clear aim. That aim is to ensure our students have access to a dynamic and progressive learning environment. Our exemplary standards of behaviour and respect makes this possible.

Washington is an inclusive school and we are all committed to the following aims:

- Providing students with an exciting, engaging, and rich education;
- Recognising and celebrating the unique nature of every child in our community;
- Celebrating the successes of our Academy and our community to the full

We are seeking to appoint a candidate who shares our commitment to inclusivity and can ensure that all of our students can excel. We want someone who will ensure our students leave Washington Academy with an education that allows them to progress onto the next stage of their journey when they leave us and that they also have the skills needed for daily life.

We are looking for candidates who share our commitment to inclusive education and who would contribute to the genuine warmth of our school. We can offer robust career development opportunities. This includes unrivalled CPD delivered by lead educationalists live from our trust's centre for professional development.

The right candidate will be qualified, creative and vibrant. They will be fully committed to our aims. Moreover, they will be personable and therefore will contribute positively to the welcoming environment we are so proud that Washington has.

I cannot think of a better time to join our team.

I look forward to receiving your application.

Vicky Carter  
Head Teacher

# ABOUT THE SCHOOL

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Washington Academy offers excellent learning experiences to all its students through a very diverse curriculum which caters for the needs of all. The academy opened new state of the art buildings in 2009 and endeavours to ensure all our young people enjoy their lessons in an inspiring learning environment.

Students, parents, staff and governors are proud of recent achievements here and, as well as helping students achieve the results they need to follow chosen career paths, has a huge and varied programme of activities and extra-curricular opportunities on offer.

Washington Academy is fully committed to each individual in our academy, recognising their uniqueness and individual potential. We have high expectations of all students in terms of behaviour and commitment to learning and of our parents in working with us as partners to support individual progress.

Our very strong links with partner primary schools ensures smooth transition from primary to secondary school, allowing a strategic approach to raising aspirations and generating further success.

Washington Academy is a place where all members of its community feel welcome, safe and experience a sense of belonging. We believe that only where this exists can learning and personal development progress successfully. Washington Academy is seeking to develop the whole person.

# ABOUT THE TRUST



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equality 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 Equality, 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, Equality, 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.

**WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:**

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- Access to the leading salary sacrifice home electronics lease scheme, exclusive to public sector employees
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspiration

# JOB DESCRIPTION



<b>JOB TITLE:</b>	Cover Supervisor
<b>REPORTS TO:</b>	Operations Manager
<b>BASED AT:</b>	Washington Academy
<b>GRADE:</b>	Grade 6 SCP 13-17 (£26,045.81 - £ 27,800.48)
<b>MAIN PURPOSE OF THE ROLE</b>	
<ul style="list-style-type: none"><li>To provide cover and supervision for classes of pupils during the absence of the classroom teacher.</li></ul>	
<b>CORE RESPONSIBILITIES &amp; TASKS</b>	
<p><b>Support for pupils:</b></p> <ul style="list-style-type: none"><li>Supervise pupils in the classroom during the absence of the class teacher, ensuring that the work set is completed during the lesson.</li><li>Register and record pupil attendance in lessons.</li><li>Answer pupil queries in regard to process and procedures relating to the lesson and work set.</li><li>Collect work completed following the lesson and provide written feedback for the appropriate teacher.</li><li>Establish productive working relationships with pupils, acting as a role model and setting high expectations.</li><li>Promote the inclusion and acceptance of all pupils within the classroom.</li><li>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.</li><li>Support pupils consistently whilst recognising and responding to their individual needs.</li><li>Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.</li><li>Record any positive/negative behaviour on the pupil record on SIMS.Net</li><li>Cover Form registration as required, ensuring an accurate register of pupils and participate in Form activities.</li><li>Ensure that all lessons are appropriately covered where required.</li><li>Cover seclusion as and when required.</li></ul> <p><b>Support for the teacher:</b></p> <ul style="list-style-type: none"><li>Work with the teacher to establish an appropriate learning environment.</li><li>Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.</li><li>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.</li><li>Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.</li><li>Undertake marking of pupils' work and accurately record achievement/progress.</li><li>Administer and assess routine tests and invigilate exams/tests.</li><li>Provide general clerical/admin support e.g. administer coursework; produce worksheets for agreed activities etc.</li></ul> <p><b>Support for the school:</b></p> <ul style="list-style-type: none"><li>Work with Cover Manager to organize sufficient cover for all staff absences</li><li>Liaise and build relationships with supply agencies to ensure we receive outstanding supply</li><li>Ensure supply staff receive sufficient guidance and information on school routines</li><li>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.</li><li>Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li><li>Contribute to the overall ethos/work/aims of the schools.</li><li>Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.</li><li>Attend and participate in regular meetings.</li></ul>	

- 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 Performance Management 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

<b>Qualifications and CPD</b>	<b>Essential</b>	<b>Desirable</b>
Numeracy and literacy skills to GCSE or equivalent	X	
First Aid Qualification		
<b>Experience, Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
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	
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Able to work within established procedures but without close supervision	X	
Ability to work flexibly as part of a team	X	
Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	X	
Understanding of the importance of confidentiality	X	
Systematic in approach to tasks, with attention to detail	X	
An enjoyment of working with and being in the company of young people	X	
Willingness to undertake home visits	X	
Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	X	
<b>English Fluency</b>	<b>Essential</b>	<b>Desirable</b>
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English or Welsh by a recognized institution abroad	X	
Passing an English or Welsh 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