



Cover Supervisor

Application Pack

Mildenhall College Academy,
Mildenhall, Suffolk

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Mildenhall, Suffolk



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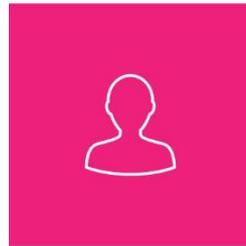
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01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



02. Mildenhall College Academy Information

Mildenhall College Academy is part of the Academy Transformation Trust family of academies.

Rated as a 'Good' academy in November 2018, we aim to provide the opportunities for all our pupils to succeed, ensuring that each child fulfils their potential in academic, social and personal life.

We encourage the pursuit of excellence in all our pupils and they are expected to work hard, with challenging targets set for improvement that are kept under constant review and communicated to parents.

We offer a curriculum which meets the needs and aspirations for all young people, alongside a full programme of enrichment and extra-curricular activities.

We aim to:

- Encourage the pursuit of excellence
- Celebrate achievements through our rewards system and Awards Evenings
- Offer a curriculum which meets the needs and aspirations for all young people
- Build partnerships with parents to obtain the best for our children
- Foster an ethos which encourages social responsibility and respect for different cultures
- Create a happy, respectful community where everyone feels safe and secure
- Offer a full programme of enrichment and extra-curricular activities
- Listen to our students' opinions

To find out more, please visit www.mildenhall.attrust.org.uk



Mildenhall College
A C A D E M Y



03. Job Description

Cover Supervisor, Secondary Academy

The Cover Supervisor will take the classes of absent teachers providing supervision of lessons and tutor times, and at other times offer in-class support and/or curriculum support, when required. Cover Supervisors may be attached to designated faculties or be used for general cover in others, depending on the situation confronting the academy. Cover Supervisors will deliver learning activities set by teachers for the classes they cover.

The Cover Supervisor will report to the Academy Manager on a daily basis.

Key responsibilities are:

- > The Cover Supervisor will:
 - Supervise work which has been set in accordance with academy policy
 - Manage the behaviour of pupils to ensure a constructive environment
 - Respond to and help pupils in carrying out tasks and work set
 - Deal with any immediate problems or emergencies in line with academy policy and procedure
 - Report back to line managers using the academy's referral procedure on the behaviour of pupils and issues arising
 - Ensure all academy policies and procedures are being followed
 - Uphold the high standards expected of student behaviour, attitudes to learning, presentation of work and quality of work produced by the students during the teacher's absence.
 - When not undertaking cover for absent teachers, the Cover Supervisor will be asked to offer support to teaching staff and/or administrative staff – this could include assisting with academy displays, helping in the academy office, or supporting the SEND or BEST teams with a range of duties.

- > The Cover Supervisor will be familiar with the academy's procedures for dealing with Health & Safety, including pupil illness and first aid. The Cover Supervisor, if qualified, may undertake first aid.

Other duties:

- > As may reasonably be required and directed by the Principal/Academy Manager. The academy reserves the right to amend the job description.



04. Person Specification

Cover Supervisor, Secondary Academy

Associate staff are expected to have the commitment and enthusiasm to contribute to our vision of making Mildenhall College Academy (MCA) an outstanding academy ensuring there are equal opportunities for all students, staff and visitors. Mildenhall College Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

	Essential	Desirable
Education and Qualification	<ul style="list-style-type: none"> • 5 GCSE qualification or equivalent including English or Maths 	<ul style="list-style-type: none"> • Relevant A levels, further education qualifications education as evidence of commitment to learning.
Knowledge and experience	<ul style="list-style-type: none"> • Proven experience of working under pressure and deadlines. • Experience of dealing with challenging situations. 	<ul style="list-style-type: none"> • Proven experience of working with children/students in an educational setting • Knowledge of special education needs.

Skills	<ul style="list-style-type: none"> • Ability to keep calm under pressure. • Good communication skills. • Good time-management. • Organisational skills. • Ability to work at part of a team. 	<ul style="list-style-type: none"> • De-escalation/crisis management skills • School Safe Training • Ability to prioritise work tasks and to be flexible.
Attitude	<ul style="list-style-type: none"> • A professional approach to students, parents and staff. • An understanding of, and commitment to, the Academy’s Equalities and Safeguarding Policies. • An understanding of, and respect for, the confidentiality required by the post. • Commitment to form and maintain appropriate relationships and personal boundaries with young people. • Commitment to safeguarding and promoting the welfare of young people. 	<ul style="list-style-type: none"> • An ability to think on your feet in a busy environment. • Safeguarding training. • Mini bus driving licence.



05. How to apply

Mildenhall College Academy, Mildenhall, Suffolk

Salary:

Grade 4: 20 – 4.24 (19,819 - £22,401 pa) pro rata
30 hours a week

Closing date:

Friday 25th January 2019 - noon

Interviews:

tbc

Start Date:

Ideally February 2019 (or March 2019)

Visits to the academy:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01638 714645.

Applying

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

Address:

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Suite 413, Jewellery Business Centre
95 Spencer Street
Birmingham B18 6DA

Visit:

academytransformationtrust.co.uk

Call:

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