



KEN STIMPSON
ACADEMY

Cover Supervisor

Ken Stimpson Academy
Applicant Information Pack

Dear colleague,

It is my pleasure to welcome you to Ken Stimpson Academy.

KSA is a school that sits in the heart of its community. The very layout of Werrington links together many different aspects of community life. This theme is something we are keen to develop, and we welcome as many opportunities as possible to help our students grow to become valuable members of society.

The journey through secondary education has one of the greatest impacts on our lives. This experience, as we move through education, is something that stays with us for the rest of our life. Equally, the choices we make during this period, and how hard we study, will have long lasting consequences. We want to be clear that we are here to help shape those experiences and guide students to make the most of this period of their lives.

The passage through teenage years is challenging for all young people; we change and mature at such speed. Anyone with children who has experienced secondary school will know and understand the changes that occur in the first year alone. The most effective education is built around partnerships.

At KSA we have two aspirations. Firstly, to ensure that we do everything in our power to return your child to the community as a well-rounded and responsible young adult. Secondly, to create a high achieving environment where all students leave with the highest possible academic results. Results that open doors, build futures, and provide amazing opportunities.

My commitment is that we will always do what we consider to be right for the children in our care and ensure they have everything they need to succeed in their journey with us and beyond.

We look forward to receiving your application.

Damien Whales
Headteacher



Damien Whales
Headteacher



Paul Swift
Deputy Headteacher



What's it like to work at KSA?

“Working at Ken Stimpson Academy as a Cover Supervisor allows me to change lives. I enjoy the rewards and challenges the role gives me.”

Cover Supervisor

“Everyday is different, it can be challenging but also rewarding. Helping students overcome their SEMH barriers and building bridges between them and their peers is the most amazing feeling.”

Student Mentor

“Throughout my time at Ken Stimpson, I have always felt supported by my colleagues; nothing is ever too big or too small. I believe my teaching has considerably improved thanks to the guidance of others, continued CPD, and the invaluable experience and challenge of providing quality-first teaching to our students.”

English Teacher at KSCS since NQT

“There is always support available, a friendly ear, learning and CPD opportunities and an inclusive environment in which to develop practice and nurture student relationships. No two days are the same, but there is always something good in every day.”

History RQT

“Working at KSA I have found that the community of staff are highly supportive. During my time teaching here, talking to other staff to gain support, advice and new strategies has been the best asset. Staff are approachable and willing to give their time to help share their knowledge and skills. My advice is don't ever feel ashamed to ask for that support.”

Computing Teacher at KSA since NQT

The Cover Supervisor Team



The cover team is made up of a diverse mix of people who each hold different areas of specialism. The team fully supports each other and works collaboratively to get the very best outcomes possible. The cover supervisors ensure a high quality continuation of learning for our students in the absence of their class teacher.

Ongoing professional development is given to the team, enabling staff to make progress towards their career aspirations. Flexible working is in place to enable completion of university studies and attendance to courses that facilitate progression towards qualified teacher status (QTS). The team cover lessons across all faculties within the school, developing their positive relationships with students in different environments. The role can be busy and varied, but to manage this there is excellent administrative assistance provided by a cover manager who adds a further layer of support to the team.

The opportunity to get involved classroom activities in English, to putting your PE kit on and leading a sports lesson, demonstrating cooking skills in Food Technology, assisting with school trips, through to working with students in our Autism Hub makes the job exciting and rewarding.

We are determined to give our students the best possible education and a memorable experience of school life. We want them to be well equipped to make both positive life choices and to take full advantage of the opportunities presented to them throughout their time with us.

A photograph showing two people from behind, sitting at a desk in a classroom. They are looking at a computer monitor which displays a website. The person on the right is wearing a white long-sleeved shirt and has their hair in a ponytail. The person on the left is wearing a patterned top. The background shows a window with light coming through.

Support for Our Staff

We know that for our students to excel and reach their potential, our staff need to thrive professionally. We value teamwork and provide opportunities for our staff to work collaboratively. As teachers, we believe that we never stop learning and we support each other with our professional development. We share examples of good practice regularly throughout the year and enable teachers to visit other classrooms and see their colleagues in action.

Our senior and middle leaders have benefited from participating in a range of highly regarded professional development courses; several have completed NPQ qualifications and Masters qualifications with varying areas of specialism.

Initial Teacher Training is a high profile area of quality at Ken Stimpson Academy. We work with a range of ITT providers from the surrounding areas and welcome trainee teachers in a broad range of subject areas. Our skilled staff deliver training sessions at local ITT providers, sharing their expertise wider.

Early Career Teachers benefit from a strong and well established programme of development and support. The induction team have even been recognised by the Local Authority as an example of excellence and continue to offer personalised and impactful support, mentoring and coaching to those new to the profession.

Cover Supervisor Job Description

Responsible to: LT Link for Cover

Purpose of Role: To supervise classes across the curriculum in following a programme of study during the short-term absence of their Class Teacher. To provide intervention study/learning to selected groups of students.

Specific Duties: Supporting the student

- To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils. This includes lessons, registration, and other duties where supervision is needed.
- To ensure that the work set by the teacher is carried out in accordance with the schools Learning and Teaching policy. To check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answering pupils' questions about processes and procedures.
- To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the schools Behaviour policy is adhered to.
- Follow the timetable given and, if necessary, collect students to ensure they are in the correct room.
- Take class registers as and when appropriate.
- Administer clear instructions to the class based on the work set, or to liaise with the Head of Faculty when work has not been set, and actively supervise students in the classroom during the absence of the class teacher.
- Respond to any questions from students about process and procedures.
- Liaise with Teaching Assistants regarding individual students being supported in class.
- Mark the work where appropriate, collect any completed work after the lesson and return it to the appropriate Teacher or curriculum area.
- Provide feedback on learning activities and inform the Class Teacher of any non-participation by individual students.
- Cover registration periods as required.
- To, on occasion, use provided resources to plan lessons to cover a period of staff absence.

Other duties

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Covering an on-call rota to assist faculties throughout the day in dealing with behaviour, removing students if necessary and delivering messages.
- Co-ordination of lunchtime/break time supervision and the wellbeing of students and promoting activities and breakout areas.
- To work alongside the behaviour team and support students within the behaviour unit.
- Cover staff absence and breaks for the behaviour team.
- Undertake support activities when not required to provide classroom cover by liaising with Head of Houses and working with individual students experiencing difficulties.
- Assist with the invigilation of examinations, as and when requested to do so.
- Work with small groups of students in raising self-esteem and improving attitude to learning.
- Attend meetings, briefing sessions and professional development activities as required.
- Carry out any other tasks as directed by the Principal.

This job description may be amended at any time after discussion with the Principal but, in any case, will be reviewed annually by the Governors' Personnel Committee.

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

SAFEGUARDING CHILDREN

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.



How to Apply

Applicants are required to submit a letter of application and complete an application form.

When completing your application please note the following important points:

1. Letters of application should be no more than 2 sides of A4.
2. Letters should outline clear educational philosophy and link it to the requirements of the post.
3. Letters should address the criteria identified in the person specification.
4. The application form must be completed clearly and in full, handwritten or typed is acceptable.
5. We are unable to process any applications stating “see CV”.
6. The declaration on the application form must be signed.
7. Informal enquiries should be directed to Pauline Greenwood on 01733 383658 or via email p.greenwood@kenstimpson.org.uk
8. Completed applications can be emailed to p.greenwood@kenstimpson.org.uk
9. Closing Date for Applications: as detailed on the job advert.

Please note that due to the high cost of postage we are unable to reply to all applicants.

The successful candidate will be expected to have good organisational skills, be competent in all areas of IT and most importantly be able to command the respect and co-operation of both adults and young people.

Ken Stimpson Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children, in line with Keeping Children Safe in Education statutory guidance for schools and colleges.

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Please see our Safeguarding Policy:

<https://www.kenstimpson.org.uk/information/policies/mat-safeguarding-policy>



Please see our Recruitment of Ex Offenders Policy:

<https://www.kenstimpson.org.uk/information/policies/mat-recruitment-ex-offenders-policy>



Visit our website to find out more
WWW.KENSTIMPSON.ORG.UK



Headteacher: Damien Whales, Ken Stimpson Academy is a school within the Four Cs Multi-Academy Trust (MAT)

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Registered office: Helpston Road, Glinton, Peterborough, PE6 7JX