



Cover Supervisor

# Recruitment Pack



Nurturing Inclusive learning communities



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## CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital post of Cover Supervisor at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We will soon have six Academies: Ethos College, Reach Academy, Evolve Academy, Engage Academy, Elements Academy and Enrich Academy (due to join the Trust during 2023) and we have high aspirations for future growth. In addition to the academies, the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

Thank you for your interest in Ethos Academy Trust.



Jayne Foster  
CEO, Ethos Academy Trust





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## HEADTEACHER WELCOME

Dear Applicant,

Evolve Academy is based in Wakefield, West Yorkshire and is a part of the Ethos Academy Trust. Evolve Academy is a well-established pupil referral unit in Wakefield, specialising in supporting Key Stage 2/3 pupils with wide-ranging social, emotional and mental health (SEMH) needs.

At Evolve Academy, we believe that all pupils deserve the opportunity to be supported to re-engage with learning and school life. We achieve this within a stimulating, safe and welcoming environment, where the curriculum is personalised to meet the differing needs and interests of all our pupils. Our staff pride themselves on offering a nurture-based approach and a high-quality educational provision that supports pupils to achieve positive outcomes and become ready to move onto further success in their next educational setting.

We are committed to ensuring that our staff are fully equipped to deliver a personalised, aspirational offer that meets the needs of all pupils. We therefore have a comprehensive staff training programme to enable our team to continue to develop their knowledge, skills and practice, with a high focus on supporting all aspects of SEMH needs.

We are seeking to appoint an experienced and enthusiastic Cover Supervisor to work at Evolve Academy. The role will involve working at our Lupset and Castleford site. The successful applicants must be dedicated in supporting our young people reach their full potential. I would like to thank you for your interest in Evolve Academy and I look forward to receiving your application.



David Kiss  
Head Teacher, Evolve Academy



# TRUST MISSION

Our vision at Ethos Academy Trust is to create **nurturing inclusive learning communities**.

To enable us to achieve this, our mission is that Ethos Academy Trust will draw upon the expertise of our specialist staff and wider partners to provide timely, personalised support, intervention and provision in order to maximise the life chances of all children and young people, informed by a thorough understanding of their strengths and needs.



## Leading

**with integrity**

- Championing honesty and transparency
- Building trusting relationships



## Encouraging

**freedom and responsibility**

- Working collaboratively
- Investing in effective partnerships



## Thinking

**innovatively**

- Finding creative solutions
- Meeting individual needs



## Improving

**continuously**

- Raising standards
- Developing strong and effective leaders



## Celebrating

**achievement**

- Improving academic progress
- Enriching personal development

**ETHOS**  
ACADEMY TRUST

Nurturing inclusive learning communities





Nurturing inclusive learning communities

**Ethos College** provides long term full time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs. Additional 1:1 teaching is also available for a small number of pupils across Key Stages 1 to 4 who are referred with medical needs or for those whose needs are more complex.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



Nurturing inclusive learning communities

**Evolve Academy** is a KS2 and KS3 school that supports students with wide-ranging Social, Emotional and Mental Health (SEMH) needs. We currently have two school bases: one in Wakefield and the other in Castleford. Some of our students have been permanently excluded from Wakefield primary or secondary schools. We also work in partnership with Wakefield mainstream schools to offer a 12-week placement for students who may require short-term step-out provision before returning to their mainstream school.

Our aim is to provide a supportive and nurturing environment that will enthuse and engage students in education. We strive to ensure that our students have clear pathways to their next educational setting, supporting schools to ensure that their varying long-term needs can be effectively met, whether this is in a mainstream or more specialised school environment. Our long-term aim is for students to be empowered to develop into responsible citizens beyond their school years.



Nurturing inclusive learning communities

**Elements Academy** opened in September 2022, and is a special school based in Rotherham for students in KS2 to KS4 who have social, emotional and mental (SEMH) needs. All pupils attending the academy have an Educational Health and Care Plan (EHCP) in place.

We provide a community that is safe, respectful and aspirational and the nurture principle is at the heart of everything that we do. We are able to offer a curriculum that empowers students to gain the skills, knowledge and resilience they need to be happy and successful individuals. At Elements Academy, we place equal value upon academic and personal development and, whilst we know our students have barriers to overcome, we are committed to giving them the skills to overcome them.



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**Reach Academy** is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. Some have been permanently excluded from Kirklees secondary schools. A high proportion of children make a successful return to their local or another mainstream school following their time at Reach Academy, while some progress to special school provision in order that their long term needs can be met.

We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



Nurturing inclusive learning communities

**Engage Academy** is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) who are at risk of permanent exclusion and / or are permanently excluded from a mainstream school. A high percentage of our children have Social, Emotional Mental Health (SEMH) needs along with undiagnosed complex needs. All pupils are assessed whilst with us and the majority receive an Educational Health and Care Plan (EHCP) prior to going to their next school ensuring their needs are met in the future.

We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have a broad, creative curriculum that enables all pupils, regardless of need, to achieve their potential and thrive in their new schools.



**Outreach** Teaching and support staff within Ethos Academy Trust provide Outreach Services in Kirklees, supporting and working in partnership with mainstream primary and secondary schools. Our team members also work effectively with wider partners, including health & social care, to ensure early identification and ongoing assessment and timely support for children and young people with wide-ranging social, emotional and mental health needs. Experienced teachers offer advice to schools through our Outreach Advice portal and through Single Point Referral.

The Outreach Team also provides transition support through experienced Inclusion Workers for children who have been permanently excluded from school and children with Education, Health and Care Plans who require a bespoke transition into a new setting. The support for our children, young people and families is part of Ethos Academy Trust's continuum of SEMH provision.



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## WHY WORK FOR THE TRUST?

Ethos Academy Trust spans West and South Yorkshire, with all of our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield, Bradford and Rotherham. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all of the children and young people within our community at the heart of what we do. Our staff are pivotal in this and also in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for pupils

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff, and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
- All employees have the opportunity to access a pension scheme.
- All employees have access to Healthline which includes 24/7 Employee Assistance Programme and services such as physio and counselling for employees and their dependants
- An opportunity to collaborate with colleagues across academies and within the Central Trust teams, with other academies and Multi Academy Trusts on a local and/or regional basis.
- Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted gift cards.





I started working for Ethos College around 11 years ago as a Grade 7 Inclusion Worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was so proud to take up the post of science teacher. Since then, I have not looked back! I am now working within the Senior Leadership Team at Ethos College, helping to develop our offer to young people educated around the local authority. Working at Ethos College and being part of the transformation of the lives of our young people is an absolute privilege.

**EMMA GANNON,**  
ASSISTANT HEADTEACHER –  
ETHOS COLLEGE







I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust twelve years ago as an inclusion worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification and, most recently, training to become a SENDCo. I gained a role as Deputy SENDCo, with a promotion to SENDCo at Reach Academy. The Trust and management team within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

**SARAH SIMMONDS, SENDCO - REACH ACADEMY**



During my 6 years of employment with Ethos Academy Trust, I have been supported to access a number of professional opportunities and, after securing a teaching role two years ago, I am now a member of the Senior Leadership Team at Ethos College and have been supported in undertaking the NPQSL to help me enhance my leadership skills, understanding and practice.

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

**JACK GHEE**, ACTING ASSISTANT HEADTEACHER - ETHOS COLLEGE





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## ADVERT FOR COVER SUPERVISOR

Cover Supervisor, Evolve Academy Wakefield

Salary: £30,151 - £32,909 FTE, (£26,136 - £28,527 reduced in line with contractual hours)

Grade: 9

Hours: 37 hours per week, term time only plus 5 days, permanent

### About Ethos Academy Trust

Ethos Academy Trust is located within Kirklees and Wakefield, West Yorkshire and Rotherham, South Yorkshire. The overarching aim of the Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

In addition to what will soon become six academies (Ethos College, Reach Academy, Engage Academy, Evolve Academy, Elements Academy and Enrich Academy), the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees and Wakefield Local Authorities.

### Applicants

This is an exciting opportunity to join Ethos Academy Trust, where we aim to deliver the very best educational experiences for pupils from across the primary and secondary age range. Our academies are welcoming, calm and purposeful and, within a nurturing ethos, our learners are stretched academically, supported pastorally and developed socially and emotionally.

This role will be based at Evolve Academy, Lupset, Wakefield, WF2 8BB and Revolve@Evolve, Castleford, WF10 4JE but may also involve working in schools across Kirklees and/or across the Multi Academy Trust in different Key Stages.

If you are looking for a new and rewarding challenge in education, you are committed and passionate then we look forward to hearing from you.

All applications should be made via the Trust website at  
<https://www.eat.uk.com/recruitment-portal/current-opportunities/>

Closing date: 17<sup>th</sup> April 2023 9am


Interview date: 27<sup>th</sup> April 2023

If you require further information please contact Nigel Hall, Deputy Headteacher at  
[nhall@eat.uk.com](mailto:nhall@eat.uk.com) or on 01924 200752

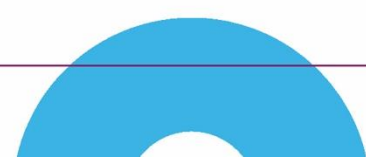
COVER SUPERVISOR  
JOB DESCRIPTION



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<b>Job title</b>	Cover Supervisor
<b>Location</b>	Evolve Academy, Wakefield and Revolve@Evolve, Castleford, West Yorkshire
<b>Hours</b>	37 hours per week, term time only plus 5 days
<b>Reports to</b>	Deputy Headteacher
<b>Staff responsible for</b>	Inclusion Workers
<b>Closing Date</b>	17 <sup>th</sup> April 2023 9am
<b>Salary/Grade</b>	Grade 9, Salary £30,151 - £32,909 (FTE), (£26,136 - £28,527 reduced in line with contractual hours), permanent
<b>Job Purpose</b>	<p>To provide short term cover across the curriculum, in the absence of the classroom teacher.</p> <p>To work as part of a team including teachers and other support staff to support the learning and welfare of all pupils.</p> <p>To provide practical support for learning, developing social skills, and promoting pupils' physical and emotional wellbeing.</p> <p>To plan, deliver, monitor and review academic interventions to support pupils' needs as identified through baseline assessments and/or My Support Plan/Educational Health and Care Plan (EHCP targets)</p>







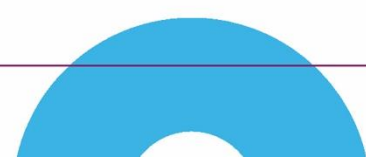
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## KEY OBJECTIVES AND ACCOUNTABILITIES

### Main Duties

- To undertake short term cover in the absence of the class teacher, supervising classes, administering pre-planned activities to whole classes using a range of resources including Microsoft Teams.
- To plan, deliver, monitor and review academic interventions to support pupils' needs as identified through baseline assessments and/or My Support Plan/Educational Health and Care Plan (EHCP targets)
- To provide objective and accurate feedback and reports, as required, to the classroom teacher on pupil achievement, progress, behaviour, safeguarding and other matters, ensuring the availability of appropriate evidence.
- Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment to support learning.
- Actively embrace the nurture principles of the academy and apply them within all aspects of curriculum delivery.
- Undertake relevant training and CPD.
- Address the needs of individual pupils as stated on their My Support Plans and Educational Health and Care Plans to maximise progress towards their outcomes.
- Confidently model the use of de-escalation, positive handling and intervention.
- Develop trusting relationships with parents/carers.
- To update pupil records on School MIS system.
- To participate in and assist in supervision of educational visits.
- To promote positive pupil behaviour.
- To work alongside external agencies and key professionals.
- Be flexible in the delivery of a range of subjects across the curriculum
- Other duties and responsibilities of an equivalent nature are undertaken, as may be determined by the job holder's supervisor from time to time, in consultation with the job holder.
- Adhere to the Trust's policies and procedures and ensure they are applied consistently.
- Carry out your duties with due regard to current and future Academy policies, procedures and relevant legislation.
- Provide feedback to students in relation to progress and achievement
- Follow Academy policy documents and schemes of work and keep updated with school and external documentation.
- Potential to train as a Deputy Designated Safeguarding Lead

### Qualities and knowledge

- Comply with and assist with the development of 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 equal opportunities for all;
  - Contribute to the overall vision, aims and culture of Ethos Academy Trust;
  - To have a positive attitude towards working with vulnerable young people including ability to be understanding, responsive, calm and supportive.
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- Attend meetings within the Trust and external events as required;
- Develop positive relationships and communicate effectively with other agencies/professionals;
- Complete necessary documentation, including the use of appropriate IT systems;
- Share expertise and skills with others;
- Participate in training and other learning activities and performance development as required;
- Maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information;
- Work outside normal school hours on occasions.

## General

- Act with integrity, honesty and professional competence and understand the importance of confidentiality.
- Have a positive attitude towards working with vulnerable young people including ability to be understanding, responsive, calm and supportive.
- Carry out your duties with due regard to current and future Trust and academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Trust communications.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety at Work Act
- Demonstrate day to day commitment to the Trust's vision, mission and core values.
- Carry out such reasonable additional duties as may from time to time as determined by or on behalf of Trust Senior Leaders or the Trust Board.

## PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
Knowledge, Education and Training	GCSE grade 4 or above (grade C or above) in English and Maths	E
	HLTA qualification or equivalent NVQ4	E
	Understanding of child development, learning and nurture principles	E
	Recent experience and knowledge of supporting the learning of pupils within Key Stage 2 and Key Stage 3	E
	Knowledge of the KS2 + KS3 national curriculum	D

	Understanding and commitment to equal opportunities and diversity.	E
	Understanding of safeguarding issues and procedures.	E
	Training in specific school related MIS/behaviour/safeguarding IT systems.	E
Relevant Experience	Experience of working with SEMH pupils in a primary/secondary school environment	E
	Experience of supporting children / young people in a school environment with learning, social, emotional and mental health needs.	E
	Experience of supporting pupils' basic skills in core subjects	E
	Experience of working with families, other professionals and agencies to improve outcomes for pupils	E
	Experience of planning and delivering learning and SEMH based interventions.	E
	Experience of engaging pupils in a variety of creative, outdoor learning opportunities	E
	Experience of working collaboratively with other professionals and agencies.	E
	Experience of leading and managing staff including supervision support.	E
Aptitudes, skills and competencies	Ability to manage workload effectively and meet deadlines	E
	Ability to communicate effectively with a wide range of people	E
	Ability to use IT based systems to keep accurate records and report data to senior leaders.	E
	Ability to relate to children/young people from diverse/social backgrounds.	E
	Ability to work as a team member and develop effective teamwork	E
	Have Good written and verbal communication skills	E



	Ability to use own initiative, being able to prioritise and manage time effectively	E
	Work with Energy, enthusiasm, adaptability and flexibility	E
	Emotional resilience to work with children exhibiting challenging behaviours.	E
	Willingness to be flexible and adaptable, leading a team by modelling a positive, professional approach, in a variety of situations.	E
	Willingness to lead extra-curricular activities.	E
	Ability and willingness to drive the school minibus including undertaking a minibus driving test.	E
	Willingness to work alongside a therapy dog on a daily basis	E
Any additional factors	Motivated to work with pupils with a wide range of learning, social, emotional and health (SEMH) needs	E
	The post holder may be required to work outside of normal school hours on occasion with due notice	E
	Willingness to work outdoors in all weathers and the ability to adapt planning to accommodate all weathers	E
	Willingness to undergo an enhanced DBS check and sign up to the DBS service on an annual basis	E
	Commitment to ongoing personal training and development	E
	Willingness to work offsite with pupils and families	E
	Willingness to work across Ethos Academy Trust sites in different key stages	E
	Understanding and commitment to working in line with legislation and Trust policies and procedures	E
	Hold a full UK driving license	D

### Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening



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appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

### Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

### Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

### Online checks for shortlisted candidates

In accordance with DfE Keeping Children Safe in Education 2022, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

### GDPR

A copy of our Privacy Notice is available via our website: [www.eat.co.uk](http://www.eat.co.uk)

