

**Cover Supervisor
Candidate Pack**



Dear Colleague,

Do you want to be part of something exceptional?

Thank you for your interest in joining the team at Route 39 Academy. Before you go further I will warn you that this will not be easy but I also promise that it will be fun! We are a group driven by our passion for learning and a commitment to each and every individual in our community.



I firmly believe that the time has come for education in this country to move forward into the 21st century. At Route 39 Academy we are designing a school from scratch; this is a unique opportunity to really make a difference. I am looking for colleagues to join our existing team who share the same vision and values and will work hard to make our Academy the very best it can be.

As a member of the team you will help develop the learning approach and the curriculum that will bring alive our ethos of Engage – Respect – Aspire and set the standard for years to come. We aspire to be a school that others look to for inspiration.

I look forward to receiving your application.

Regards

A handwritten signature in blue ink that reads "JKelly". The signature is written in a cursive, flowing style.

Jordan Kelly
Principal, Route 39 Academy



The Advertisement

Key information

Applications are invited from Cover Supervisors

Closing date for applications: Noon, July 10th 2017

Salary: £15,000 per annum (full time)

Location: Clovelly, north Devon

Contract type: Negotiable

Contract term: Permanent

Contract starts: September 2017

Interviews: Wednesday 19th July 2017

Route 39 Academy

Do you have the ability to think outside the box? Do you welcome challenge and innovation? Would you like to join a small, dynamic team of committed staff and help to shape a growing school? We are looking for colleagues with a track record of achievement who are able to contribute to Academy life.

Route 39 Academy is an 11-18 state 'free' school that opened in September 2013. We are in our fourth year and currently have 140 students aged 11-15, some of whom have already embarked upon GCSE level study. We are a new choice for North Devon and take a 21st century approach to learning. We are building a brand new school in Bucks Cross, opening in summer 2018, which will enable us to expand to 700 students, and incorporate a sixth form.

Route 39 Academy has a specialism of personalisation with an extended school day. You will be a key part of the team ensuring we provide an effective personalised and inclusive approach for all our students. While we understand some students have continuous needs, we also believe all students succeed when their individual and periodic needs are both understood and supported. You will support this approach ensuring they have the best support to help them succeed both at the Academy and beyond.

Route 39 Academy is a Free School with its own terms and conditions. Staff are valued and given time during the week for collaboration and their own learning and progression.

North Devon is well-known for its rugged coastline, stunning views and Area of Outstanding Natural Beauty. Its numerous beaches and surrounding countryside offer perfect opportunities for relaxation and tranquillity, as well as active pursuits such as hiking, cycling, surfing and diving. The area consists of small rural villages, with neighbouring small market and coastal towns. Local employment is mainly in tourism and farming, but there is increasing diversification as more young families move into the area. There is a range of thriving primary schools, and a strong and vibrant local community.

As an equal opportunities employer we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. An enhanced DBS check, proof of qualifications and a medical check will be required of the successful applicant. We aim to attract the best educators to The Route 39 Academy and are committed to support the continuing development of their skills.

For more information, please visit our website: www.route39.org.uk

How to Apply

To apply, candidates should submit the following:

An Application Form, which must be completed in full. We cannot accept CVs. Application forms can be downloaded from our website – www.route39.org.uk.

A Personal Statement of no more than two sides of A4.

Please save your Application Form and Personal Statement in Word (.doc or .docx) format. If you require any assistance, please contact Michelle Carter, Principal's PA, as below. For more information about this position or to arrange an informal discussion about your application with the Principal, please contact Michelle Carter (email pa@route39.org.uk or phone: 01237 431 969).

Please note we will request references for candidates selected to attend interviews within two days of drawing up the final list.

Completed application forms and personal statements should be emailed to pa@route39.org.uk.

Job Description

Job Title

Cover Supervisor

Reports to

Leader of Specialist Provision

Job Purpose

To supervise classes during the short-term absence of the assigned teacher. To supervise and support students during independent study sessions.

Duties

- Supervise work that has been set by a teacher.
- 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 completed work after the lesson and pass to the appropriate teacher.
- Report, as appropriate using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
- Supervise groups of pupils working independently.
- Be prepared to contribute to the Academy's extended curriculum program.
- To perform other duties as required by the principal.

Equalities

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

Health and Safety

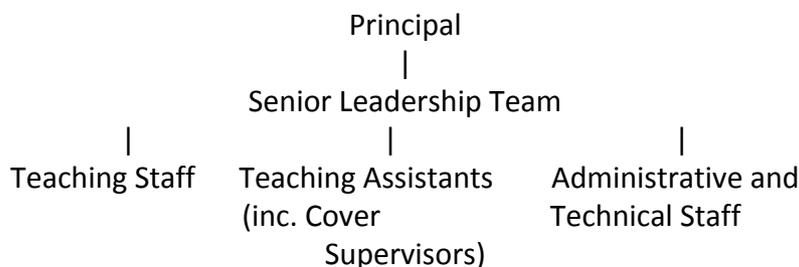
Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of Route 39 Academy. All staff are required to participate in training and other learning activities and in performance management and development, as required by the Academy's policies and practices.

Note: The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Organisation Chart



Supervision

- The jobholder is managed by the Leader of Specialist Provision. The frequency of meetings is determined by the school's performance management policies and practice.
- No supervision of staff.

Job Context

- The job is to provide cover for whole classes during the short-term absence of a teacher. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting or to allow time for planning, preparation or assessment. The principal's professional judgement will determine the deployment of a cover supervisor.
- The jobholder will not engage in "active" teaching. There will be no expectation to assess or plan.

Contacts

The jobholder works directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies (such as the Education Welfare Service)

Essential

Desirable

Knowledge, Experience and Training

How assessed: personal statement; assessed tasks; interview; references

- Experience of working with children of the relevant age.
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English.
- Understanding of the curricular requirements of the school, these to include statutory requirements.
- Competence in the use of ICT to support teaching and learning.
- Ability to work with a minimum of supervision and within a team.
- Ability to manage pupils in a classroom setting.