



**Cover Supervisor**  
Salary Band 7, SCP 11-17 (£17,138 – £19,458)  
Term-Time only plus 5 days

Required for immediate start

**Recruitment Information Pack**  
Bradford Forster Academy  
Fenby Avenue, Bradford BD4 8RG

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Dear Colleague

### **Cover Supervisor**

Thank you for taking an interest in joining my staff team here at Bradford Forster Academy. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a new 11-16 Church of England secondary academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford. Bradford Forster Academy opened in new purpose built accommodation in the BD4 area of Bradford on 1<sup>st</sup> September 2015. The Academy started with year 7 students, working up to five year groups in 2019. The academy has recently been rated 'good' in all areas by Ofsted.

Bradford Forster Academy is a student-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to become an outstanding academy that delivers educational excellence. The academy serves a multi-cultural community in which many of our students' experience high levels of economic and social disadvantage. As Head of School I am fortunate to work with a talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

There is a strong emphasis on relationships between staff, students and parents. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as an academy we are consistently looking for ways to further 'raise the bar' both for our students and staff.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for learning and would like to visit us at our best, then please get in touch.

I hope the enclosed information is helpful and will encourage you to apply.

With all good wishes.

**Wendy Adeniji**  
**Principal, Bradford Forster Academy**

## Vision and Ethos

The vision for the Academy is to further raise the hopes, aspirations and ambition of students, their families and the local community by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles; enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promote high standards, self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.

## Ethos and Culture

In creating a successful ethos, culture and climate in the Academy the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.
5. The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day.

## **Application Process**

The closing date for all applications is **9:00am Friday 20 September 2019**.

Completed applications must be returned to Stacey Read, HR & Recruitment Officer at Bradford Forster Academy ideally by email to: [s.read@bradfordforsteracademy.co.uk](mailto:s.read@bradfordforsteracademy.co.uk)

Postal applications should be returned to Stacey Read, Bradford Forster Academy, Fenby Avenue, Bradford BD4 8RG.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

### **References and Police Checks**

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

**All appointments will be subject to an enhanced criminal records check.**

## Bradford Diocesan Academies Trust (BDAT)

### About BDAT

Bradford Forster Academy is an Academy within Bradford Diocesan Academies Trust (BDAT). If you are successful in being appointed, the Trust will be your employer.

### General Information and Background

BDAT is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

### Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

### Our growth

As of September 2017, the Trust has Academy orders to support 17 Church and non- Church academies across Bradford. This includes 4 secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and 13 primary academies. We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022 to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools' approach where we are truly able to know, understand and support each other.

### Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

## Job Description

### **REPORTING TO: Senior Assistant Principal (Teaching & Learning)**

The following information is furnished to assist staff joining the Academy to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

### **PRIME OBJECTIVE OF THE POST**

To provide cover supervision in the short term absence of teachers and, support teams in other areas such as resource development.

### **RANGE OF DUTIES**

- Work under guidance of teaching/senior staff with an agreed system of supervision.
- Implement agreed work programmes with individual students, small groups or whole classes, in or out of the classroom.
- Assist teaching staff to plan, manage and prepare teaching resources.
- Supervise whole classes during short-term absence of teaching staff (limited to 3 consecutive days), keeping students on task and maintaining good order.
- Mark and assess students work where there are predetermined answers.
- Accurately recording of achievement/progress.
- Administer and assess routine tests which have predetermined answers and involve no element of professional judgment or assessment.
- To invigilate tests and examinations as required.
- Establish productive working relationships with students and setting high expectations.
- Maintain computerised and manual records/management information systems.

- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Provide feedback to students in relation to progress and achievement.
- Work with teaching in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate student responses to learning activities.
- Provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Provide general clerical and administrative support, administer coursework, produce worksheets for agreed activities.
- Implement agreed learning activities/programmes, adjusting activities according to student response/needs.
- To undertake break and lunch duties/activities as required.
- To take part in academy visits.
- To provide resources for and be responsible for putting up displays around the academy.
- To contribute and participate in the academy professional development program.
- Representing the academy internally and externally as required.
- Providing a visible presence in the academy and provide a good role model for staff and students alike.
- To uphold the high aspirations and expectations of the academy and support other staff in doing so.



- To support the academy ethos, which is explicit about Christian truths and teaching and in which each individual can freely explore their own faith and spiritual matters.

#### **Other Specific Duties:**

- As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities.
- To contribute to the overall ethos and aims of the academy.
- To participate in professional and personal development programmes as required, including training and performance review.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.
- To be aware of, and comply with all academy policies and procedures including health & safety; security; confidentiality; equality and data protection, reporting all concerns to an appropriate member of senior leadership team.
- To appreciate and support the work of other professionals.
- To undertake any other duties commensurate with the grade of the post.

#### **Any Special Conditions of Service:**

**Bradford Forster Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

All employees are required to have a clear enhanced Disclosure and Barring Service (DBS) check.

There may be a need to work outside of normal working hours and off academy premises, as required by the Head of School.

The academy operates a strictly no smoking policy.

#### **NOTE**

As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and working environment that enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Person Specification

### Post Title: Cover Supervisor

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence base</b>
<b>Qualifications</b>	5 A* - C GCSEs (including English and Maths) or equivalent  2 A levels, NVQ level 3 or equivalent experience	Additional qualifications relating to practical skills, education, health/ social services  First Aid qualification	Application form Interview
<b>Experience</b>	Experience of working with young people  Awareness of safeguarding policies and procedures	Experience of working in a similar role in a secondary school	Application form Interview
<b>Training</b>	Willingness to undertake training in relevant areas		Application form Interview

<b>Specialist knowledge and experience</b>	<p>Understanding of how to respond flexibly to young people's learning needs</p> <p>Knowledge, understanding and commitment to safeguarding and promoting the welfare of students</p> <p>Ability to work successfully with students who demonstrate challenging behaviour</p> <p>Ability to use ICT for recording, monitoring and reporting</p> <p>Understanding of the needs of students in a multi-cultural society</p> <p>Knowledge of the development of young people and their needs</p>		Application form Interview
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### **This Personnel Specification**

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria.

To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

## Cover Supervisor

**35 hours per week, Term Time plus 5 days (Permanent)**

**Start Date: Immediate start**

**Salary: Band 7 (SCP11 – SCP17)**

**£17,138 - £19,458 per annum**

**Bradford Forster Academy is a new 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1<sup>st</sup> September 2015 and now has 962 students on roll in years 7, 8, 9, 10 and 11. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.**

We are seeking to appoint a Cover Supervisor who will provide cover supervision in the short term absence of teachers and, support teams in other areas such as resource development.

### **The successful candidate will:**

- Provide Cover Supervision, working under the guidance of teaching/senior staff with an agreed system of supervision
- Assist teaching staff to plan, manage and prepare teaching resources
- Maintain records/management information systems
- Contribute to the overall ethos and aims of the academy.
- Establish productive working relationships with all stakeholders
- Be able to prioritise and remain calm under pressure.

### **We can offer you:**

- An attractive, very well resourced working environment.
- Effective and supportive colleagues.
- Opportunities for personal and professional development.

**Closing Date: 9:00am Friday 20 September 2019**

For full details, application form with information pack, please visit our website

<http://www.bradfordforsteracademy.co.uk/vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).