



Immanuel College
Church of England Academy

bdot
Bradford Diocesan
Academies Trust



Applicant Information Pack

Cover Supervisor

Closing Date: Monday 29 April 2024, 9.00am

Interview Date: w/c Monday 6 May 2024

Start Date: As soon as possible

Welcome from the Headteacher

Dear applicant,

Thank you for your initial interest in the position of Cover Supervisor at Immanuel College. I hope that the information found within this pack and on our website will encourage you to submit an application.

We are an 11-18 Church of England Academy and a member of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have served several large local communities for over twenty years.

Our Christian ethos, build upon the foundations of *perseverance*, *character* and *hope* is central to everything that we do. Immanuel means '*God with us*' and our motto '*All God's Children*' underpins what we believe in and strive for. Our last SIAMS faith inspection confirmed that we are an outstanding church school. A strong culture of behaviour is essential for a school to run effectively and we communicate constantly to students about the basic expectations that underpin the '*Immanuel Way*'.

Our most recent Ofsted inspection, in January 2019, resulted in us being judged a *Good* school. We are proud of our enviable record of success in GCSE and A level exams. All students, regardless of academic ability and background, make excellent progress and the majority of students stay on into our fully-inclusive Sixth Form. Outcomes in summer 2022 placed the school as the top sixth form provider in Bradford, with average A level results at grade B and average level 3 BTEC grades at Distinction*.

All teachers have incredibly high aspirations for all students and are proud to be part of the Immanuel family. Staff work hard in the interests of getting the very best out of every student in their care and so we place a strong emphasis on staff wellbeing and we will always take any opportunity to reduce unnecessary workload. All staff have access to a robust performance management system, through which they can engage with a comprehensive and bespoke CPD package.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then I welcome an application from you.

With best wishes,



Mr S. Mulligan
Headteacher



Advert

Job title:	Cover Supervisor
Contract type:	Permanent
Contract type:	29 Hours 35 mins per week, Term Time Only + Training Days
Salary:	Scale 5/6 (12-22) £26,421 - £31,364 pro rata - Actual £18,344 - £21,764
Closing Date:	Monday 29 April 2024, 9.00am
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Immanuel College is an 11-18 Church of England Academy and a member of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have served several large local communities for over twenty years. The school has an excellent range of facilities including a suite of brand new classrooms as well as exceptional sports provision.

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Teachers and all other staff have incredibly high aspirations for all students and are proud to be part of the Immanuel family. Staff work hard in the interests of getting the very best out of every student in their care and so we place a strong emphasis on staff wellbeing and we will always take any opportunity to reduce unnecessary workload. All staff have access to a robust performance management system, through which they can engage with a comprehensive and bespoke CPD package.

If you believe that you are the right person to fill the role and that your values are aligned with ours, then we look forward to receiving your application.

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Job Description

Job Title:	Cover Supervisor
Team/Faculty:	Pastoral
Job Purpose:	To work as directed by the Cover Manager and SLT Line Manager to provide cover for absent teaching Colleagues
Salary:	Scale 5/6 (12-22) £26,421 - £31,364 pro rata - Actual £18,344 - £21,764
Accountable to:	Deputy Headteacher

Prime Objectives of the Post

- To work as directed by the Cover Manager and SLT Line Manager to provide cover for absent teaching Colleagues
- To ensure the quality of teaching remains good when the usual teacher is absent.
- To report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- As co-tutor or cover tutor, to ensure messages are conveyed to students, that daily tutor routines are followed, and the Personal Development curriculum is delivered.

Range of Duties

- To follow the instructions on the cover proforma and / or follow the direction of the Faculty or Subject Leader.
- To manage equipment and resources to ensure lessons are delivered effectively and safely.
- To maintain positive relationships and good discipline, following the school's Positive Behaviour Strategy.
- To recognise and reward students, following the school's Recognition and Rewards strategy.
- To engage and motivate students in lessons, ensuring they achieve productive outcomes.
- To give verbal feedback to students, moving their learning forwards.
- To leave classrooms organised, tidy and ready for the next lesson.
- To provide objective and accurate feedback to the absent teacher on the completion of work and the behaviour of students, using the cover proforma or, where appropriate, via email.
- To communicate effectively with all colleagues, as relevant, about the learning, progress and additional needs of students.
- To support individual students or small groups, including those with individual needs, as identified by the Head of Faculty or Progress Leader
- To supervise students on visits, trips and out of school activities during usual working hours.
- To attend meetings and training and carry out administrative tasks and duties as specified on the academy calendar.
- To engage fully in the appraisal process and take opportunities to develop by engagement in CPD opportunities.
- To consistently implement all academy policies.
- To carry out any other reasonable duties as requested by the Headteacher.
- To support the Christian Ethos of the school and appreciate and support the role of other professionals.

Supervision and Guidance

- Will report predominately to the Deputy Head in charge of curriculum and timetable and where appropriate other members of the Senior Leadership Team.

Range of Decision Making

- Will work within established policies and procedures.

Responsibility for Assets, Materials ETC.

- Responsible for confidential information regarding pupils and staff.

Person Specification

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Category	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> GCSE Maths and English at Grade C or above (or equivalent) or experience demonstrating abilities at this level. 	<ul style="list-style-type: none"> Educated beyond GCSE level and relevant ICT qualifications or experience
Experience	<ul style="list-style-type: none"> Recent experience of working in a school environment Recent experience of working with students age 11 to 19 Recent experience of working effectively with groups of students Recent experience of using own initiative in an educational setting Recent experience of using effective communication 	<ul style="list-style-type: none"> Recent experience of working with students with differing needs and abilities
Knowledge and understanding	<ul style="list-style-type: none"> Ability to understand and carry out verbal and written instructions Ability to understand classroom roles and responsibilities Ability to manage a classroom calmly, respectfully and without the need for shouting Ability to work proactively within the classroom Ability to implement behaviour and other procedures consistently and effectively Ability to form positive relationships with both staff and students Ability to adapt set cover work to suit differing abilities and to provide appropriate extension task 	<ul style="list-style-type: none"> Knowledge of Special Educational needs, raising attainment and how to motivate students
Personal circumstances	<ul style="list-style-type: none"> Able to work the specified hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave) Legally entitled to work in the UK (Asylum and Immigration Act 1996). Good attendance and timekeeping. 	
Equal Opportunities	<ul style="list-style-type: none"> Candidates should indicate an acceptance of, and a commitment to, the principal of the school's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community. 	
Disposition and Adjustment	<ul style="list-style-type: none"> Willingness to support the Christian Ethos of the school 	

Immanuel College: Applicant Information Pack

	<ul style="list-style-type: none">• Commitment to working with children to make a difference• Willingness to contribute to rewards including accompanying trips and visits as required• Approachable, courteous and able to present a positive image of the school• Willingness to carry out a wide range of non-teaching tasks as required• Ability to maintain confidentiality in matters relating to the school• Enthusiastic flexible team player who enjoys hard work and is prepared to take constructive criticism	
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How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without unbiased. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Completed applications must be submitted and returned to Katie Green at Immanuel College via the MyNewTerm website at <https://mynewterm.com/jobs/142590/EDV-2024-IC-08703>.

All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 425900

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel, at least one of which has completed safer recruitment training. We carefully check all applications for anomalies and we may ask for more information about any gaps at interview.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 5 working days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or most recent employer.

Interview Process

The interviews will be held at Immanuel College. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the interview process, we will use the person specification as a guide to select the most suitable candidate for our school. In most cases a decision will be made the same day as the interview although occasionally the decision may take longer. We will then telephone each candidate to inform them of the outcome; we will give brief feedback during this telephone conversation.

Offer of Employment

We will normally make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- A completed DBS check
- Provision of proof of identity and qualifications

Probationary Period

The first school term of your employment will be a probationary period

Timeline

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Questions

If you have any queries on any aspect of the application process please contact Katie Green on 01274 425900 or e-mail katie.green@immanuel.bdat-academies.org

About BDAT



General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England Multi-Academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company. BDAT was established in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds. BDAT operates as an Exempt Charity and is governed by a Board of Trustees who are responsible for, and oversee, the management of the company.

The mission statement of BDAT

“The Trust’s mission is to provide an education of the highest quality within the context of Christian belief and practice.” In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

Trust development and growth

The MAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of January 2022, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We expect a further primary school to join in the summer of 2022 and we are actively considering further slow and steady growth following several years of consolidation.

For more information on BDAT, visit www.bdat-academies.org

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 School, as well as those within the faith.

Contact Details

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