

Hope Learning Trust, York is a growing multi-academy trust for both primary and secondary schools.

This exciting merger between Hope Learning Trust and the Sentamu Academy Trust gives us the chance to continue to develop as one Trust so that everyone in our communities is given the opportunity to thrive. Schools across both of our Trusts have already been working together since September and so we already have a family of schools who share best practice. Each one of our schools has its own distinctive character, identity and strengths which it brings to the Trust so that we all benefit from each other. We have a very bright future ahead!

Our Vision

Our vision is really very simple. We aspire to provide a place where children and young people can thrive. The aspirations for our existing academies and those joining us are to establish environments where young people thrive. We want our schools to be places where children and young people thrive as active learners; compassionate, kind and creative individuals; caring and engaged citizens; and spiritual beings. We aim to grow together, to serve one another and nurture our children and young people.

In a world of turmoil we offer schools the opportunity to concentrate on teaching and learning, providing you with peace of mind as we look after everything else. Hope Learning Trust, York presents opportunities and expectations that promote success.

As a Trust, we want every young person to experience great teaching, so we place the highest value on developing colleagues at all levels.

By working together we can ensure:

- all children and young people have a school in which to thrive as learners, as individuals, as citizens and as spiritual beings
- all staff and all governors are nurtured
- all children develop spiritually as well as academically
- no school is left behind regardless of its context and challenges, whether these are around size, rurality or levels of deprivation
- that all governance is highly effective in supporting and challenging the local schools
- a better use of resources by collectively sharing central services
- a provision of effective teachers and support staff, sometimes working across schools in new and imaginative ways
- access to training, support and external validation from a team of highly experienced educational consultants who will also support, question and challenge
- a link to a Teaching School to train the next generation of teachers and to support and develop others
- access to national resources such as capital grants through the EFA and other funding only being made available to MATs

Good luck with your application and I look forward to hearing from you

Helen Winn
Chief Executive Officer



Cover Supervisor, 37 Hours per Week, Term Time Only, Permanent Role

Grade D, Scale Points 4 - 6, £18,933 - £19,698 FTE per Annum

As the Principal of Manor CE Academy, I am delighted to introduce our school to you, and thank you for your interest you have shown in applying for a vacancy here.

Manor has a proud history, having served the young people of York for over 207 years. We are a Church of England academy in the beautiful historic City of York and our Christian values guide influence and underpin all that we do. We proudly strive to provide a 21st century education for our young people, founded on Christian belief, and carry on the work that the National Society began in the early 19th century.

We are an outstanding academy with a reputation for academic excellence. In 2020, 80% of our students achieved grades 9-4 in English language or literature and maths, 60% achieved grades 9-5 in English language or literature and maths, these results are very high and well above national averages. 53% achieved the English Baccalaureate at grade 4 and above.

In recent years, we have taken on the role of a National Support School and our Teaching School is at the heart of the EborHope Teaching Schools Alliance, training the next generation of teachers. We are also a founder member of the Hope Learning Trust, York, a growing family of schools working together to transform education within Yorkshire and the Humber.

We are blessed to have state-of-the-art facilities and very supportive families. However, our greatest assets are the 1,000 plus amazing young students and the 140 highly gifted teaching and support staff. Our aim is that all students and staff 'serve others, grow together and live life to the full'. We want to develop compassionate, serving young leaders that work to make their communities and our society a better place, and we try hard to ensure that we keep that in mind in school planning and organisation.

Job Details

All posts at Manor Church of England Academy involve at all times seeking to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Principal as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application and I look forward to hearing from you!

Simon Barber
Principal



Job Title	Cover Supervisor	Job Category	Support
Grade & Salary Range	Grade D, Scale Points 4 - 6, £18,933 - £19,698 FTE per Annum	Hours of Work	37 Hours per Week, Term Time Only
Location	Manor CE Academy	Travel Required	No
Position Type	Permanent	Line Manager	Vice Principal
Date Posted	21st July 2021	Posting Expires	31st August 2021
Interviews to be held	To Be Confirmed	Start Date	September 2021

Application Process

Please complete the online application form to apply for this role.

All candidates are advised to refer to the job description and person specification before making an application. Interviews will be held as soon as possible after the closing date.

Completed Applications are to be returned to

Name	Mrs S Metcalfe
Email Address	s.metcalfe@mce.hlt.academy
Postal Address	Millfield Lane Nether Poppleton York YO26 6PA

Hope Learning Trust York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to an enhanced DBS check, medical clearance, satisfactory references and eligibility to work in the UK checks.

For any queries regarding the role, please contact the school directly or alternatively you can contact the Recruitment Team via recruitment@hlt.academy

Job Description

Job Title	Cover Supervisor
Grade	D
Responsible To	Senior Advanced Teaching Assistant / Higher Level Teaching Assistant / Head Teacher / Principal
Staff Manage	None
Job Family	Teaching Assistants
Job Purpose:	To provide short term cover for absent teaching staff, allocating pre-prepared work, keeping pupils on task and managing the behaviour of pupils during class. The role does not involve planning, preparing, delivering lessons or assessing and reporting on the development progress and attainment of pupils.
Job Context:	<p>Cover should only be used for short term absence. Short term absence occurs when individuals have a number of absences in relative short spells of time. Longer term absence (maternity leave, long term sick leave) should be covered by a teacher.</p> <p>Requires an enhanced DBS Clearance</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> • Supervise pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning • Provide support and encouragement to pupils, and manage classroom organisation during the cover lesson • Manage the behaviour of pupils through the implementation of the school behaviour policy and practices, and encourage pupils to take responsibility for their own behaviour • Collect any completed work at the end of the lesson and return it to the appropriate person
Communications	<ul style="list-style-type: none"> • Establish rapport and respectful, trusting relationships and communicate effectively with pupils • Communicate pupil work as set out by the classroom teacher • Report back as appropriate using agreed referral procedure on the behaviour of the class • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Provide feedback to teachers and other professionals as required • Participate in staff meetings
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Assist pupils with personal hygiene, first aid and welfare, including physical and medical needs, whilst encouraging independence (<i>Upon agreement with postholder</i>)
Planning and Organising	<ul style="list-style-type: none"> • Prepare the classroom/ resources for lessons, ensuring that resources are cleared away at the end • Undertake administration and any other duties that might be reasonably required commensurate with the grade of the post

	<ul style="list-style-type: none"> Supervise pupils and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations Participate in the school's procedures for appraisal, training and other learning activities
Data Protection	<ul style="list-style-type: none"> To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Cover Supervisor	
Grade	D	
Responsible To	Senior Advanced Teaching Assistant / Higher Level Teaching Assistant / Headteacher / Principal	
Staff Manage	None	
Job Family	Teaching Assistant	
Essential	Desirable (if not attained, development may be provided for successful candidate)	
Knowledge		
<ul style="list-style-type: none"> • Good numeracy / literacy skills 	<ul style="list-style-type: none"> • Good understanding of child/young people's development and learning processes • Understanding of classroom roles and responsibilities • Working knowledge of relevant policies and legislation e.g. child protection and health & safety • Knowledge of behaviour management techniques 	
Experience		
<ul style="list-style-type: none"> • Experience of working with pupils of a relevant age in a education environment • Managing student behaviour 	<ul style="list-style-type: none"> • Invigilating internal and external examinations 	
Occupational Skills		
<ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively with all children, young people, families and carers • Demonstrable ICT skills 		
Qualifications		
<ul style="list-style-type: none"> • Level 2 qualification or equivalent 	<ul style="list-style-type: none"> • Childcare or supporting learning qualification at Level 2 (or equivalent) • Appropriate first aid training (<i>Dependent on the schools needs</i>) 	
Other Requirements		
<ul style="list-style-type: none"> • Ability to work successfully in a team • Willing to learn and develop new skills • Confidentiality • Enhanced DBS Clearance • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline 		

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| <ul style="list-style-type: none">• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post | |
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Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.

Benefits of working at HOPE

Continuing Professional Development (CPD)

Hope Learning Trust, York is committed to the professional development of all staff and is supported by the Education Team at the Diocese of York. This provides the opportunity for further CPD, networks and training to share best practice, as a member of a wider partnership of 125 diocesan schools and multi-academy trusts, across eight local authorities. We also have a bespoke Career Pathways Programme to ensure that we recruit, develop and retain the very best colleagues.

From NQT through to CEO, the Trust links with the Ebor Hope Teaching Schools Alliance, to provide high-quality, relevant training for all staff at all levels, pushing challenging, supporting and nurturing, enabling all members of the Hope team to succeed, develop and aspire to the next challenge.



Pension Scheme

As an employee of HOPE MAT you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) HOPE MAT also pays into the scheme on your behalf.

For more information please visit: www.teacherspensions.co.uk www.nypf.org.uk

Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and HOPE MAT pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be.

For more information visit www.cyclescheme.co.uk



The Hope Family

Our schools are places where young people can grow and excel and where colleagues strive to generate a culture of excellence and are innovative and collaborative.

As a Trust, we believe that by growing together as a family, belonging to a community with common goals and ambitions for its young people and having a central understanding that we should all put others needs before our own, we will succeed.