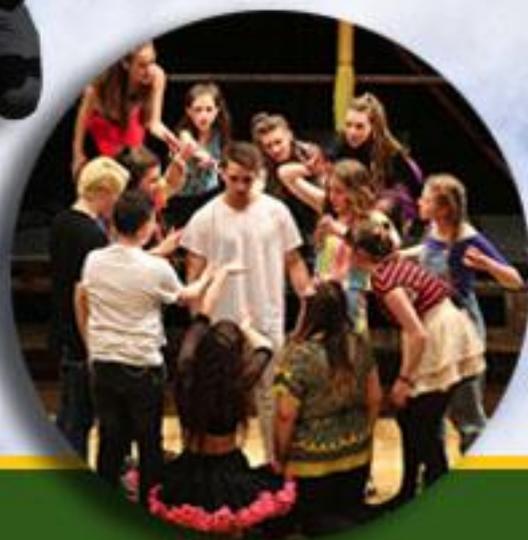




BICESTER LEARNING ACADEMY

APPOINTMENT OF Cover Supervisor

Bicester Learning Academy, Bicester, Oxfordshire, OX26 4RS





THE VACANCY

Bicester Learning Academy is seeking to appoint a **Cover Supervisor** who will provide supervision for the classes of absent staff and administrative support for subject departments.

This is a part-time position of 27 hours and 40 minutes per week (worked Monday to Friday from 8.30am to 3.20pm) for 39 weeks a year (term time only plus INSET days), starting as soon as possible. The starting salary for this position is £18,070 pro rata per annum (£11,551.27 for the contracted hours).

The successful candidate will need to have:

- a good standard of education including Maths and English at GCSE C and above (or equivalent qualification)
- a broad understanding of the school curriculum and an interest in education
- previous experience of using email and the internet
- the ability to communicate at all levels
- the ability to adapt quickly to changing requirements and good organizational skills
- the ability to work as part of a team
- the ability to recognise and respect confidentiality
- an awareness of responsibilities for health and safety of themselves and others
- a satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment
- a commitment to safeguarding children.

For an informal discussion of the post please contact Mrs Gemma Treanor, Cover and Attendance Manager.
Tel: (01869) 242121
Email: gtreanor@thecooperschool.co.uk

Further details and an application form are available on the Academy website: www.bicesterlearningacademy

Alternatively, please contact Human Resources.
Tel: (01869) 362697
Email: recruitment@thecooperschool.co.uk

Closing date for receipt of applications: Monday 13th November 2017, 4pm

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.



JOB DESCRIPTION

Job description for:	Cover Supervisor
Grade:	Grade 6
Working hours per week:	27 hours, 40 minutes
Working weeks per year:	39 weeks (term time only plus 5 INSET days)
Principal place(s) of work:	The Cooper School but the post-holder will be expected to work flexibly across the Bicester Learning Academy sites
Immediate line manager:	Cover and Attendance Manager
Staff managed:	None
Job Purpose:	To provide supervision for the classes of absent staff and administrative support for subject departments.

Main Duties/Responsibilities:

Support the absent teacher by:

- Supervising whole classes in undertaking pre-planned learning activities which have been set in accordance with school policy on cover arrangements.
- Collecting finished work or homework as necessary and returning it to the class teacher.
- Promoting positive attitudes and high standards of behaviour, dealing promptly with conflicts and incidents using the schools' agreed behaviour policies.
- Reporting any behaviour issues or other matters in line with the schools' policies.

Supporting students by:

- Responding to students and providing general guidance or advice about processes and procedures.
- Establishing good working relationships with students, acting as a role model and setting high expectations of behaviour.
- Promoting and enabling the inclusion of all students within the classroom.
- Providing a consistent approach whilst responding to individual students' needs.
- Encouraging students to interact and to work co-operatively with one another.
- Promoting independent learning.
- Using agreed policies to recognize and reward achievement.



Support the curriculum by:

- Helping students to access pre-planned learning activities.
- Ensuring the students have the necessary equipment and resources to participate in the lesson.

Support the school by:

- Keeping up to date and complying with policies and procedures relating to child protection, health and safety, confidentiality and data protection and behaviour.
- Recognising different needs and ensuring that all students have equal opportunities to learn and develop.
- Contributing to the overall ethos and aims of the school.

When not undertaking cover supervision, Cover Supervisors should expect to be deployed in a range of activities which may include the following: invigilation of examinations/tests; small group work within the SEN department; accompanying school trips (where appropriate) and general administrative duties within the schools, including filing, photocopying, mounting displays, etc.

Other duties:

- The Cover Supervisor will be expected to attend an annual appraisal, training and INSET sessions as Directed by the Cover and Attendance Manager.

Additional duties:

- To be aware of their responsibilities for health and safety for themselves and others.
- A commitment to safeguarding the welfare of children.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.



PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Education	<ul style="list-style-type: none"> A good standard of education including Maths and English at GCSE C and above (or equivalent qualification). 	
Relevant Experience	<ul style="list-style-type: none"> A broad understanding of the school curriculum. An understanding and interest in education. 	<ul style="list-style-type: none"> Experience of working in a school environment.
Relevant Knowledge	<ul style="list-style-type: none"> Experience of using email and the internet. 	<ul style="list-style-type: none"> Experience of working with young people. Some level of previous teaching experience.
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> The ability to communicate at all levels. The ability to adapt quickly to changing requirements. Good organisational skills. The ability to work as part of a team The ability to recognise and respect confidentiality. 	
Other	<ul style="list-style-type: none"> An awareness of responsibilities for health and safety of themselves and others. Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment. 	<ul style="list-style-type: none"> First Aid qualification.



APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.

Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.

[Email: recruitment@thecooperschool.co.uk](mailto:recruitment@thecooperschool.co.uk)

or by post to:

Human Resources
Bicester Learning Academy
The Cooper School
Churchill Road
Bicester
Oxfordshire
OX26 4RS





	Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			<u>Written By:</u> E Le Brun
	<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter I Elkington	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2017 (Every 3 Years)

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



	Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			<u>Written By:</u> E Le Brun
	<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter I Elkington	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2017 (Every 3 Years)

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.