

 @LEADAcadTrust



# Candidate Information Pack:

Cover Supervisor and  
Academic Mentor

Noel-Baker Academy

 @noelbakerlead



**Role: Cover Supervisor and Academic Mentor**

**Salary: UQ1/UQ2 (depending on experience)**

**Location: Noel-Baker Academy**

**Contract Type: Full Time**

**Contract Term: fixed term (October 2020 to August 2021)**

**Closing Date: Monday 19<sup>th</sup> October 2020**

### **The Opportunity:**

We are seeking to appoint two Academic mentors to work alongside our teaching staff to support our key stage four students as they navigate the challenges of CV-19 related periods of household isolation and remote learning.

The successful candidates will be required to run 1-2-1 and small group interventions with groups of identified students, providing high quality academic mentoring and catch-up support. They will work with teachers and students as directed to ensure that classes are appropriately managed during times of teacher absence through either: delivering cover lessons or managing and supervising classes that are being taught remotely via Microsoft Teams or Zoom.

We welcome applications from experienced mentors, HLTAs, pastoral workers in schools as well as colleagues who have experience supporting young people through work in other public sector roles such as the police, the NHS, social care and the probation service.

This role would also suit anyone considering a future career in Teaching.

Teaching and Learning: <https://www.noelbakeracademy.co.uk/teaching-and-learning/>

Inclusion, Mental Health and Well-being: <https://www.noelbakeracademy.co.uk/mental-health-and-wellbeing/>

Covid-19 Secure policies: <https://www.noelbakeracademy.co.uk/covid-19/>

### **The Academy:**

Noel-Baker Academy is a rapidly improving school centred around a dedicated team of people who are working together to achieve our mission of delivering an unashamedly academic and knowledge rich education to our students.

Everything we do at NBA is underpinned by our passionate belief that outstanding schooling is the right of every child, and a determination that such a vision is achievable. We believe in and aspire to provide an inclusive education for all. That is, high expectations of and for all pupils, an insistence on excellent behaviour, equal access to an academically rigorous curriculum taught by highly skilled subject specialists and a sharp focus on high value enrichment opportunities that will enable all



students to excel. We will never accept that family background, socio-economic circumstances or prior attainment will inevitably limit young people's potential and so the profile of our intake will always be a reason for our provision, and never an excuse for our outcomes.

Our students are entitled to the very best breadth and depth of provision and we are unapologetically ambitious for every student, no matter what their background, prior attainment or needs. This vision is underpinned by a wider set of core principles.

**Lead (to show the way; to be first or foremost):**

- We are compassionate, considerate and kind.
- We welcome and value all members of our community and expect all members of our community to work with us to play an active part in our children's education.
- We encourage each other, and we celebrate our successes.

**Empower (to give power to; to enable):**

"I am the master of my fate, I am the captain of my soul"

William Ernest Henley (1849-1902)

- We teach our students to take responsibility for themselves.
- We insist on excellent behaviour and learning habits.
- We know that factual knowledge is a prerequisite for deep understanding: that the more you know, the more you are able to learn and understand.
- We have an unrelenting focus on hard work, commitment and perseverance.

**Achieve (to accomplish; to get or attain by effort):**

- We believe that all children are entitled to learn "the best that has been thought and said," and that our students are the inheritors of the greatest ideas, written texts and discoveries of the past.
- Our purpose is to provide a rich education that will allow our students to achieve excellent qualifications and become thoughtful, educated and well-rounded young adults.

**Drive (to cause and guide progress; to impel forward):**

- We know that success takes hard work.
- We know that effort, practice and revision develop expertise and intelligence

Our Academy is a warm and friendly place to work. We value our staff and believe that healthy happy staff are key to ensuring the best for our students.

If you want to be part of a team of people who are working together to achieve a shared vision, where you are free to teach "the best that has been thought and said," where classroom practice is underpinned by research informed pedagogical approaches and where you will be part of building a unashamedly academic and disciplined culture then we want to hear from you.

We are at the start of our adventure.  
We know that we still have much to do.



We are looking for people who want to **LEAD**, **EMPOWER**, **ACHIEVE** and **DRIVE** our transformation.

**We are looking for someone who:**

- Is passionate about the right of every child to a rigorous and ambitious curriculum.
- Is ambitious and who wants to make a real impact on further driving up standards.
- Is keen to play a key role in developing our whole school ethos and who is fully aligned to our vision.
- Is personable, pragmatic and can energise and motivate students and colleagues alike.
- Has the highest expectations of what all students can and will achieve.
- Is committed to working as a part of a whole school team.

**In return, the successful candidate will work in a school where:**

- There are clear classroom routines, so time is not wasted
- There is a focus on feedback, not punitive marking
- There is a focus on student learning, not data input
- There is a centralized support team who, along with senior leaders, manage student conduct
- Curriculum areas and staff plan and work together
- Teachers are free to teach knowledge – “the best that has been thought and said”
- Teachers are encouraged to partake in weekly research discussions and the development of whole school strategy
- Staff are valued as professionals and experts in their field
- Weekly CPD time is built in to the school day to allow all staff to partake in educational research, subject knowledge development and deliberate practice of pedagogical approaches.

We encourage interested parties to visit the academy website <https://www.noelbakeracademy.co.uk/> and to watch this short film about life at Noel Baker: [https://youtu.be/wlwwdZ0gY\\_Y](https://youtu.be/wlwwdZ0gY_Y)

**Arrange a visit:**

Virtual visits to the school (via zoom with the Headteacher or a member of SLT) are recommended and warmly welcomed. To arrange a virtual tour please contact Jane Bailey, PA to the Headteacher at [janebailey@noelbakeracademy.co.uk](mailto:janebailey@noelbakeracademy.co.uk)



## Job Description:

### 1. Introduction (Job Purpose)

To provide high quality academic mentoring and catch-up support to students who have had to have time out of school due to the COVID-19 pandemic

To support teachers and students as directed and ensure that classes are appropriately managed during times of teacher absence through either delivering cover lessons or managing and supervising classes that are being taught remotely where a teacher has to teach from home.

To run after school catch up sessions or extra-curricular opportunities with an identified cohort of students.

### 2. Responsible to:

Deputy Headteacher

### 3. Responsible for:

Classes and students timetabled to support and/or supervise

### 4. Liaising with (working relationships):

- Cover Administrator
- Teaching staff
- Support Staff
- SLT

### 5. Hours of work:

Term time only

### 6. Grade and scale of post:

### 7. Disclosure level:

- This post is subject to an enhanced DBS disclosure

### 8. Other specific responsibilities:

- To contribute to the overall ethos, work and aims of the school and Trust
- To carry out all duties in the most effective, efficient and economic manner
- Ensure that all communications with parents demonstrate the values of the academy and the LEAD Academy Trust
- Attend all meetings and functions necessary to support the work in this job description, ensuring that the values of the academy and the trust are exemplified in attitude, language and behaviour

### 9. Operation Planning:

To support the implementation of operational/strategic plans relating to curriculum where appropriate

### 10. Service provision:

- To undertake classroom activities as directed by teachers to support teaching and learning process
- To assist in the preparation of resources and display
- To mark students' work in accordance with Academy policies and teacher instructions
- To undertake administrative duties as requested by teachers



- To input data to support Academy policies in Assessment, Recording and Reporting
- To maintain student records in accordance with statutory procedures, Academy policies and as directed by the Assistant Headteacher
- To liaise with Learning Resource staff and ICT staff to ensure teachers requirements are met to ensure high quality teaching and learning
- To assist the teacher in the classroom as timetabled / requested
- To respond to student needs as they arise in the classroom
- To undertake break and lunchtime activities
- To undertake examination invigilation duties
- To work with teachers to prepare appropriate lessons / resources when absence is known in advance
- To compile appropriate lesson activities / resources in liaison with other teachers, Heads of subject, Subject co-ordinators, Associate Assistant Headteachers, SLEs and the Assistant Headteacher when absence is not known in advance

**11. Service development:**

- To continually seek to develop service improvements
- To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management

**12. Recruitment/deployment of staff:**

- None

**13. Quality assurance:**

To work on continually improving the quality of teaching and learning through:

- Participating in programmes of support \ paired teaching\ cover supervision
- Participating in appropriate professional development as provided by the Academy/Trust or external providers
- Participating in performance management

To ensure that most pupils make good progress and achieve well by:

- Ensuring that the individual needs of pupils are well catered for
- Assisting in ensuring the level of challenge set for pupils is realistic and pupils are productive
- Delivering to small groups as directed by teachers

To inform the Assistant Headteacher (workforce development) immediately of any Health and Safety or Child Protection concerns that arise

**14. Management information and administration:**

- To undertake administrative duties as required to perform the role
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and to report all concerns to the appropriate person

**15. Communications:**

- To ensure that all communications with service users demonstrate the values of the Academy and the LEAD Academy Trust

**16. Marketing and Liaison:**

- To develop, nurture and maintain the positive image of the Academy and the LEAD Academy Trust
- To attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the Academy and the LEAD Academy Trust.



**17. Management of resources:**

- To take responsibility for the safe use and safe keeping of Academy and Trust resources

**18. Corporate responsibilities:**

- To abide by and implement all policies and procedures of the Academy and LEAD Academy trust, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.

**19. Safeguarding:**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.



**Person Specification**

	Sections		E	D
1	Skills, knowledge and aptitudes	<ul style="list-style-type: none"> <li>• Ability to communicate effectively both verbally and written</li> <li>• Ability to work as a team</li> <li>• Ability to plan effectively</li> <li>• Ability to manage time effectively and meet deadlines</li> </ul>	E E E E	
2	Qualifications and Training	<ul style="list-style-type: none"> <li>• GCSE English and Maths at either Grade C/4 or above</li> <li>• Level 3 qualifications</li> <li>• A degree or post-graduate qualification</li> </ul>	E E	D
3	Experience	<p>Understanding of:</p> <ul style="list-style-type: none"> <li>• Keeping children safe in Education</li> <li>• Basic school organisation</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>• A basic knowledge of the work of a school</li> <li>• Paid or voluntary work with young people</li> </ul>	E E  E E	
4	Personal Attributes	<ul style="list-style-type: none"> <li>• Honesty and Integrity</li> <li>• Organised</li> <li>• Flexibility</li> <li>• Resilience</li> <li>• Organisational skills</li> <li>• Commitment to make a difference</li> </ul>	E E E E E E	
5	Special Requirements			



## L.E.A.D. Academy Trust

L.E.A.D. Academy Trust comprises of twenty five academies across Nottingham, Leicester, Derby, Lincoln and Sheffield. Our philosophy is to; lead, empower, achieve and drive.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential. We have also been recognised by Ofsted as a leading academy sponsor, securing rapid and sustainable improvement through the research and application of best practice across operational areas.

The combination of autonomy and collaboration across key areas of leadership and management underpinned by shared vision, values and best practice positions L.E.A.D. as a truly unique Academy Trust.

To view our 'L.E.A.D. Family Brochure' please visit:  
[www.leadacademytrust.co.uk](http://www.leadacademytrust.co.uk)

To see the wonderful achievements, proud moments and diverse events happening across our Trust please follow our twitter account:  
**@LEADAcadTrust**



## Our Leaders

One of the core priorities for the L.E.A.D. Academy Trust is the development of outstanding school leaders. We are dedicated to providing an organisation which will:

- develop inspirational school leaders for the future through high quality recruitment, professional development and coaching;
- invest in joint training, peer coaching, sharing good practice and professional dialogue in a climate of trust;
- continually improve, exploring new ways of working, alternative curriculums and innovation;
- strategically plan to produce the next generation of high quality school leaders.

### The L.E.A.D. Teaching School Alliance

The L.E.A.D. Teaching School Alliance is a dynamic, cross-phase collaboration of schools committed to harnessing, nurturing and sharing the specific skills and attributes required to teach and lead in areas with diverse pupil populations. Everything we do in our schools is about providing children with an outstanding, broad and balanced education.

Our innovative Initial Teaching Training (ITT) route aims to increase the number of quality teachers in our schools. In addition, we offer a range of high quality Continuing Professional Development (CPD) for staff at all levels and tailored school-to-school support. We are keen to nurture and grow staff across our alliance and offer a range of opportunities to develop the leaders of tomorrow. By working in partnership with The University of Nottingham and other regional Universities, we are also creating a research culture within our alliance that will impact positively on teaching, learning and the achievement of young people.





## Our Support

We provide a range of high quality, professional services to schools in nine core areas:

**Financial Management**

**Project Management**

**Procurement**

**ICT Management**

**Human Resources**

**Leadership Development**

**Legal Support**

**Governor Support**

**Education**





## How to Apply

Please send a completed application form and covering letter, with a supporting CV if you wish to: [vacancies@noelbakeracademy.co.uk](mailto:vacancies@noelbakeracademy.co.uk)

Applications will be reviewed upon receipt therefore shortlisted candidates may be contracted in advance of the closing date.

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



**L.E.A.D. Academy Trust**  
**Lead • Empower • Achieve • Drive**

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