



The St Lawrence Academy

Treasuring Everyone
Transforming Community

Cover Supervisor



A Partner School of



St Lawrence
Academies Trust
Stronger Together



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The St Lawrence Academy

The St Lawrence Academy is a thriving Church Academy that has successfully served its local community since opening in 2008 and provides children with fantastic opportunities for personal and spiritual growth. Directors of St Lawrence Academies Trust and the Diocese of Lincoln are looking for an inspirational, talented and experienced school leader; one who can lead the Academy towards achieving academic excellence for our students and enable them to fully flourish.

The St Lawrence is an-oversubscribed academy for 11-16 year old students of all abilities. Our PAN now stands at 165. We currently have a roll of 825 .

We serve a diverse community in Scunthorpe, North Lincolnshire. We are an inclusive Academy striving to meet the needs of all our learners in our caring environment. Students from all backgrounds and faiths, regardless of ability, are welcome. We are sponsored by the Diocese of Lincoln and have a strong Christian ethos.

We are looking for highly motivated individual(s) to take on the role of:

Cover Supervisor

32.25 hours per week - term time only plus 5 days
Grade 5 pt 5 £24790 to pt 8 £25992 (£18585 to £19486)**
Required ASAP

This is an exciting opportunity to join a vibrant and successful staff at The St Lawrence Academy. You will be part of a fantastic and highly motivated team that is determined to provide a transformational learning experience to treasure every individual. The role will focus on supporting students academically and socially; removing barriers to learning and raising levels of achievement.

We will consider reasonable requests for a job share or flexibility to the hours/days of work.

The successful candidate will:

- Have a passion for supporting students to a high standard across both Key Stages
- Have the ability to support an inspiring and dynamic learning environment
- Demonstrate and share subject knowledge
- Demonstrate a clear commitment to raising achievement and developing excellence
- Be passionate about making a difference to the lives of young people
- Be well organised, inspirational, ambitious and hard working
- Have the ability to meet deadlines, whilst remaining calm under pressure
- Have flexibility in approach, vision and commitment
- Have the ability to support and communicate effectively with students, parents and colleagues
- Have the ability to cope with challenging situations and display relentless perseverance, determination and resilience

We can offer:

- An inclusive and inspirational church school environment within wonderful and vibrant new buildings
- Superb resources and facilities
- Supportive and engaged leadership team, with a track record of developing staff to middle and senior leadership
- An outstanding community of staff and local governing board who work as a strong team to best support our students.
- A broad 3 year Key Stage 3 curriculum and 2 year Key Stage 4 curriculum with a philosophy of valuing all subjects
- A bespoke programme of induction and professional development personalised to help develop individual staff*

- A culture that prioritises students, their personal development and wellbeing, above everything else
- High standards and expectations of academic success and care, support and personal development of our students
- Access to documents from home via Google documents and web based database
- Consideration where possible for flexibility to the hours of work

This post would suit:

- A person who enjoys helping young people

For further details about The St Lawrence Academy and St Lawrence Academies Trust please visit our website at www.tsla.co.uk

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with students. Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies.

For an informal discussion about the role please contact the Operations and Business Leader Sarah Peach on 01724 842447 or email to speach@tsla.co.uk

To apply for this post please: [CLICK HERE](#)

*May close earlier if suitable applications received

**Mid year term time adjustment



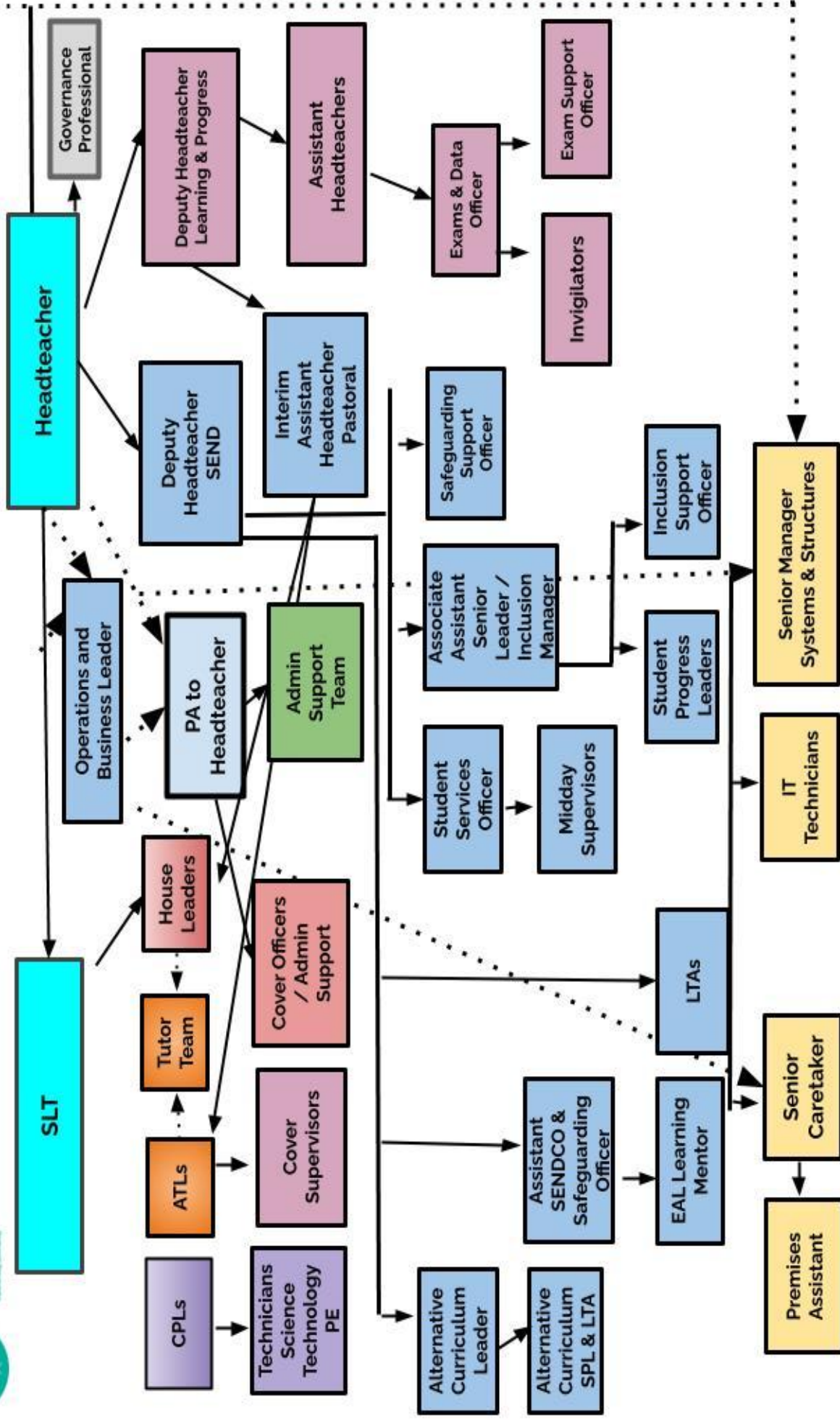
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Transforming Community**

GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH



The Lawrence St Lawrence Academy

Associate Staffing Structure



GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH



St Lawrence Academies Trust

Stronger Together

Welcome to **ST LAWRENCE ACADEMIES TRUST**

Mike Adnitt, CEO The St Lawrence Academies Trust

Thank you for your interest in working at The St Lawrence Academy, which is a valued partner school within St Lawrence Academies Trust.

St Lawrence Academies Trust is a new and growing Church of England Multi Academy Trust, based in the Diocese of Lincoln. We are currently a Trust of two schools, having been recently formed as part of the Lincoln Diocese MAT strategy. In September we will welcome our third new Partner School and work is already underway with other schools that are very interested in what our Trust has to offer.

The DfE awarded the Trust Pilot Funding to grow the Trust and in recent months we have increased our central team with excellent practitioners and leaders of school improvement. They will work with Headteachers to ensure a high quality of education and an environment in which students can flourish.

Our aim is to allow schools to become stronger by working together. The delegated responsibilities to schools allows our school leaders to have the flexibility to make curriculum and pedagogical decisions that drive school improvement for the children in their care. Our strong and experienced central team provides the valuable business, operational and educational support services that allow school leaders to focus on the provision and outcomes of children.

By working together we draw **strength for today** and give **bright hope for tomorrow**.

We embrace children and staff from both church schools and non-church schools, across both the primary and secondary age range. Provision and opportunities across the Trust must nurture our students and allow them to flourish, by helping them find the things they enjoy and are good at. We want them to become the leaders of the future. As a Diocesan Trust, Christian values and the exploration and understanding of the Christian faith underpins our work.

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Kirmington Business Centre
Limber Road
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E enquiries@slatrust.co.uk
W www.slatrust.co.uk



Community

Integrity

Hope

Aspiration



**The
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Welcome Letter from the Headteacher

Welcome to The St Lawrence Academy

Firstly many thanks for your interest in us as an educational institution and for considering us at this stage in your career. The fact that you are looking at what we are about and what we can offer is both humbling and also important to us all here at the Academy.

It is an incredibly exciting time to be joining The St Lawrence Academy. Our academy has placed the quality of education at the heart of all that we do since we opened our doors back in 2008. Whilst our outcomes continue to be strong, we focus on the holistic development and education of our students and are proud of their successes.

Our mission statement of "transformation for all" transcends to our students but also our wider body of staff as we seek to develop and guide people through our programmes of education, curriculum delivery but also through prioritising our staff development with a bespoke CPD session with additional time allocated for staff development on a Friday afternoon, where students finish early.

Our core values underpin our intent of creating an enriching and aspirational curriculum so that our young people can become successful learners, confident, well rounded individuals and also responsible citizens. Our building and facilities are something we continue to be very proud of with a significant amount of care and attention placed in ensuring our future plans and budgetary commitments match our ambition and intent.

The importance we place on our systems, digital platforms, technologies and staff access plus training continues to be a high priority to ensure that staff are fully resourced and comfortable but also that our students have the best access to learning resources that support, extend and challenge their learning journeys and outcomes.

We are more than happy to facilitate visits to the Academy and encourage you to come and see what The St Lawrence Academy is all about.

I look forward to hearing from you.

Michael McCluskie
Headteacher



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Welcome Letter from the Head Prefects

Moving into year 11 at The St Lawrence Academy, I am fully convinced that this is a place where both staff and students thrive. I trust that any new staff member will thoroughly enjoy being a part of our academy ethos, fostering academic excellence and personal growth, all within a supportive environment. The rich contents of our academy's culture is formed with not only our fundamental core values of **generosity, respect, justice, forgiveness and truth**, but also our diversity and the academy's undeniable commitment to nurturing the potential of every individual within its walls. For both new and experienced teachers, there are countless opportunities for professional development and staff collaboration, making our academy an enriching place to work. From a teacher's point of view, teaching and supporting the education of young people must be extremely fulfilling and rewarding.

Ruby Pollard:

I believe that as a student of The St Lawrence Academy the academy provides all students with the opportunity to thrive in life. There are so many opportunities for students to take to develop so many skills for the bright future. The academy is a place where so many students can succeed with the support from all staff in educational and personal matters. My time here has developed me as a person, this is a place where maturity is fostered within all students. I enjoy fulfilling my leadership roles such as Deputy Head Prefect and many more due to the amount of areas for achievement. I hope to go on to study law in my future and the academy has prepared me for this. The options provided by the school encourage many different career paths in which all students can succeed in life.

Anoushay Shahzad



GREAT



Post: Cover Supervisor

Responsible to: Line Manager / SLT

Core Purpose:

- To provide cover for absent staff

Main Responsibilities:

- To undertake classroom supervision in the absence of the member of the teaching staff.
- To ensure students follow pre-set work programmes.
- To ensure register, class and student records are maintained.
- To assist in the preparation of teaching materials and displays.
- To assist with the lunch and break supervision.
- To assist with pastoral support for students.
- To assist with the supervision of academy detentions.
- To observe Health and Safety regulations.
- To uphold the academy vision and ethos, rules and regulations.
- To accompany staff on off-site activities as required.

Knowledge, Skills & Experience:

- Knowledge and understanding of working with students.
- Experience of working with students in small groups.
- Ability to use and set up visual aids for use with students.
- Good communication skills both verbal and written;
- Basic counselling/mediation skills;
- Tact and persuasive skills;
- Time management and organisation skills.
- ICT capability.
- Knowledge of strategies which help and promote good behaviour and discipline.
- Knowledge of student development.

Creativity and Innovation:

- Monitors and is responsive to student learning and behaviour at all times by making adjustments to supervised activities.
- Monitors and is responsive to student personal needs and communication,
- Communicates effectively with teachers and other professional whenever the need arises and recognises the need to communicate.
- On the basis of their knowledge and understanding of students needs the postholder responds to learning actively by planning and reviewing individual needs.



Decision Making:

- Follows the academy behaviour policy and recognises when it is necessary to implement agreed de-escalation strategies to minimise risks of students' behaviour becoming disruptive or dangerous.
- Takes action to meet student needs to avoid undue behaviour issues arising.
- Responds to on the spot incidents requiring immediate attention/decision on/off the academy premises and/or without direct contact with a senior member of staff.

Contacts and Relationships:

Teachers – in regular contact with subject teachers when planning schemes of work.

Students – in daily contact with students in normal lessons and when withdrawn for individual support lessons.

Staff – communicates with and supports the work of teachers and associate staff who are involved in mentoring and lesson support work.

Parents and Carers– shares information about the student progress. Discusses students' progress and needs as well as families' needs with parents on home visits, and recommends strategies/courses of action to them as required.

Work Environment:

Work Demands:

- No specific deadlines other than ensuring cover is provided for timetabled lessons.
- Disruptions may be caused by absence of teachers and support staff.

Physical Demands:

- Sits for lessons with students but may have periods of activity with students for short periods of time during planned activity..

Working Conditions:

- Works in classrooms for most part of the day. May be involved in Out of Hours Learning activities as well as off-site activities.

Work Context:

- May be at risk when dealing with behavioural issues.
- May be at risk verbally from students/parents.

Position in Organisation:

Are posts in more than one location? No

Is the supervision/management shared with another post in the structure? Yes

Please indicate which post(s): Other cover supervisors

NOTES:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use time in accordance with the Academy's needs as identified by the Principal/Line Manager.
3. This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Job descriptions will be reviewed annually.

Updated by Sarah Peach July 23



Person Specification Cover Supervisor

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	<ul style="list-style-type: none"> Working with young people 	<ul style="list-style-type: none"> Experience of working in education, either mainstream or specialist settings Experience of working with students and families from a range of cultures represented locally 	Application form Interview
EDUCATION, TRAINING AND QUALIFICATIONS	<ul style="list-style-type: none"> Good standard of numeracy and literacy with English and Maths qualification of GCSE 4 or equivalent Computer literate 	<ul style="list-style-type: none"> Experience in delivery numeracy and literacy interventions to small groups or individuals 	Application form Interview Test Certificates
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> Ability to work as part of a team and on own initiative Knowledge of strategies which help promote good behaviour and discipline The ability to manage groups of students Excellent interpersonal skills and communication skills Understanding the need for confidentiality and GDPR 	<ul style="list-style-type: none"> Experience of strategies which help promote good behaviour and discipline Good general subject knowledge Experience in managing groups of students 	Application form Interview References Activity
PERSONAL AND PROFESSIONAL CHARACTERISTICS	<ul style="list-style-type: none"> Have high expectations of themselves and others within the academy community The ability to inspire the trust and confidence of staff, students and parents Be pro-active and self motivating with a readiness to innovate A proven commitment to developing their own professional learning A strong commitment to comprehensive education Ability to work in conjunction with whole class team and contribute actively to dealing with potentially difficult and disruptive situations The potential or experience to work in teams and partnerships with staff and students alike 	<ul style="list-style-type: none"> A commitment to developing own professional development Committed to working within a Christian ethos An innovative and create person 	Interview Activity References Health questionnaire
WORKING ARRANGEMENTS	<ul style="list-style-type: none"> Ability and willingness to be flexible 		Application form Interview



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Living in North Lincolnshire



Predominantly a rural area, North Lincolnshire is made up of a series of thriving historic markets towns surrounded by many small villages, hamlets and breath-taking countryside. In its centre is the bustling urban heart of Scunthorpe; this industrial garden town provides North Lincolnshire with its main focus for education, retail and industry. Homes in North Lincolnshire have remained affordable despite a staggering national rise.

The town centre offers independent retailers and a general market as well as a multi-screen cinema, visual arts centre, an adjacent bus station and ample car parking. There are also shopping centres around the outskirts of the town.

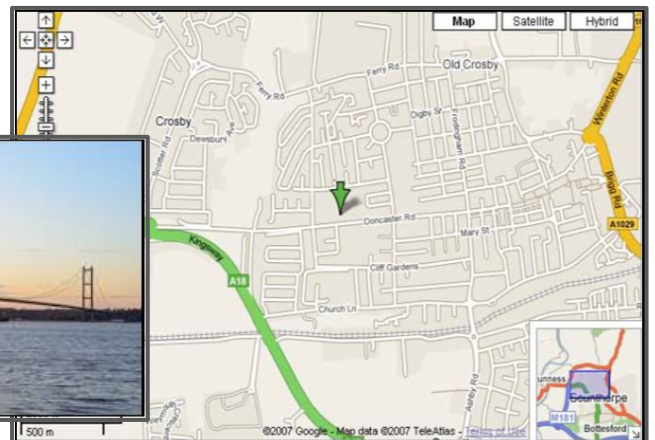
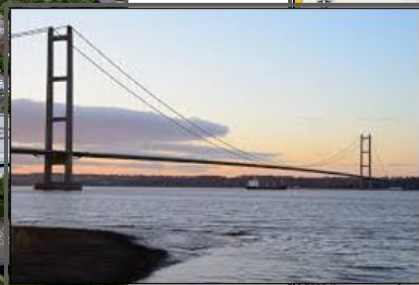
Location for The St Lawrence Academy Doncaster Road Scunthorpe DN15 7DF

☎ 01724 842447 ✉ enquiries@tsla.co.uk 🏠 www.tsla.co.uk

🐦 @TSLA_info 📘 @TheStLawrenceAcademy2008

With excellent and uncongested motorways, you can reach North Lincolnshire quickly and easily. The M180 connects directly to the M18, which offers onward links to the M62, A1 and M1. The Humber Bridge is easily accessible, 17 miles away from Scunthorpe. There is many areas of affordable and appealing housing in the area.

Scunthorpe is home to Scunthorpe United Football Club. The St Lawrence Academy is base for the Scunthorpe United Youth Squad who train in the academy grounds they also mentor and conduct workshops and projects with our students.





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How to Apply

Applying

If you decide to apply for this post please [CLICK HERE](#)

Visits to the academy:

Candidates who would like a professional conversation about the role or to arrange a visit please contact Lorna Johnson, PA to the Headteacher and SLT on 01724 842447 or email to enquiries@tsla.co.uk

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post.

Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

"The St Lawrence Academies Trust is dedicated to best supporting children, staff and local communities. Our philosophy is that our partner schools will be stronger together. Please visit the trust website www.slatrust.co.uk to find out more about the vision and ethos of The St Lawrence Academies Trust"



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