



# Mill Chase Academy

**Cover Supervisor**

**30 hours per week (term time only)**

**Salary: £20,344 - £22,462 FTE**

**Actual: £14,169 - £15,645**

**Start date: January 2020**



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# Welcome from Paul Hemmings, Principal

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## **Welcome and thank you for your interest in working with us at Mill Chase Academy (MCA).**

Thank you for your interest in MCA, which is a “Good” school that is rapidly improving and will become an outstanding academy very quickly.

The students are most welcoming to new staff and clearly proud to be part of MCA. Students enjoy very positive working relationships with their teachers and the support staff. Every classroom is calm and purposeful with students keen to engage with their learning. This is very much an academy where teachers can teach and students can learn without lessons being disrupted.

In October 2016, Ofsted inspectors reported that, “Pupils have consistently positive attitudes to their learning and parents, pupils and staff recognise good behaviour as a strength of the school. Pupils are polite and respectful towards each other and their teachers as they move around the school.”

Whilst behaviour in the academy is excellent, the real challenge is to raise the aspirations of all students. By encouraging students to develop a greater appreciation of what they are learning, we can help them achieve beyond their perceived capability.

One of the most important roles I have is to ensure that the very best staff remain at MCA whilst appointing high-quality, talented staff.

Following our recent Ofsted inspection, inspectors wrote, “Pupils are safe, happy and well looked after. Teachers are passionate about doing their best for the pupils they teach and pupils are making increasingly good progress and standards are rising because of improvements to teaching.” I am heartened that the inspection team recognised the high calibre and commitment of staff working at our school and you would be joining a highly professional team of colleagues.

There is a strong Senior Leadership Team which comprises a Principal, Deputy Principal, two Senior Leaders and a Business Manager.

Our staff care very much about the community and are ambitious for the Academy in terms of learning and enrichment opportunities for the students. To support this ethos we need to appoint a highly motivated and enthusiastic Cover Supervisor who will take classes for absent teachers. This role would be suited to someone who wishes to work in a secondary school and make a difference to our students’ learning as an engaging and passionate individual to help, inspire and motivate young people.

With strong interpersonal and communication skills, you will be able to develop good working relationships with students, parents and carers, working closely with other members of the team. You will have a general awareness of supporting personal and academic needs of students, while challenging and motivating them to achieve their best.

I would welcome applications from colleagues who are equally ambitious for our students and are prepared to make a significant difference to young people’s aspirations and achievements during their education at Mill Chase.

If you would like to have a discussion with me about the role or would like to visit the Academy, please contact my colleague, Vicky Ross, via her email [v.ross@millchase.hants.sch.uk](mailto:v.ross@millchase.hants.sch.uk).

## Welcome from the Head Boy and Head Girl

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We would like to welcome you to Mill Chase Academy. We are delighted to say that during our five years at Mill Chase Academy we have really valued the experiences and education that we have been offered. Our academy is a small, vibrant and caring establishment that believes in having high expectations and achieving excellence.

At Mill Chase Academy our teachers work hard and really care about each of us and our education as individuals. There are many opportunities to extend our learning to ensure that we really do achieve our best.

Student Leadership is very important within the school and starts from Year 7 onwards with our Student Leadership programme and School Council. We feel that we have a voice and can make a valuable contribution to the decisions being made within the academy.

The student body behave well and fully engage with their learning, something that is noted and commented on by the many visitors that we welcome into the academy.

Our students really do have **Ambition** and **Courage** in order to achieve **Excellence**.



## Relocation to new premises in 2019

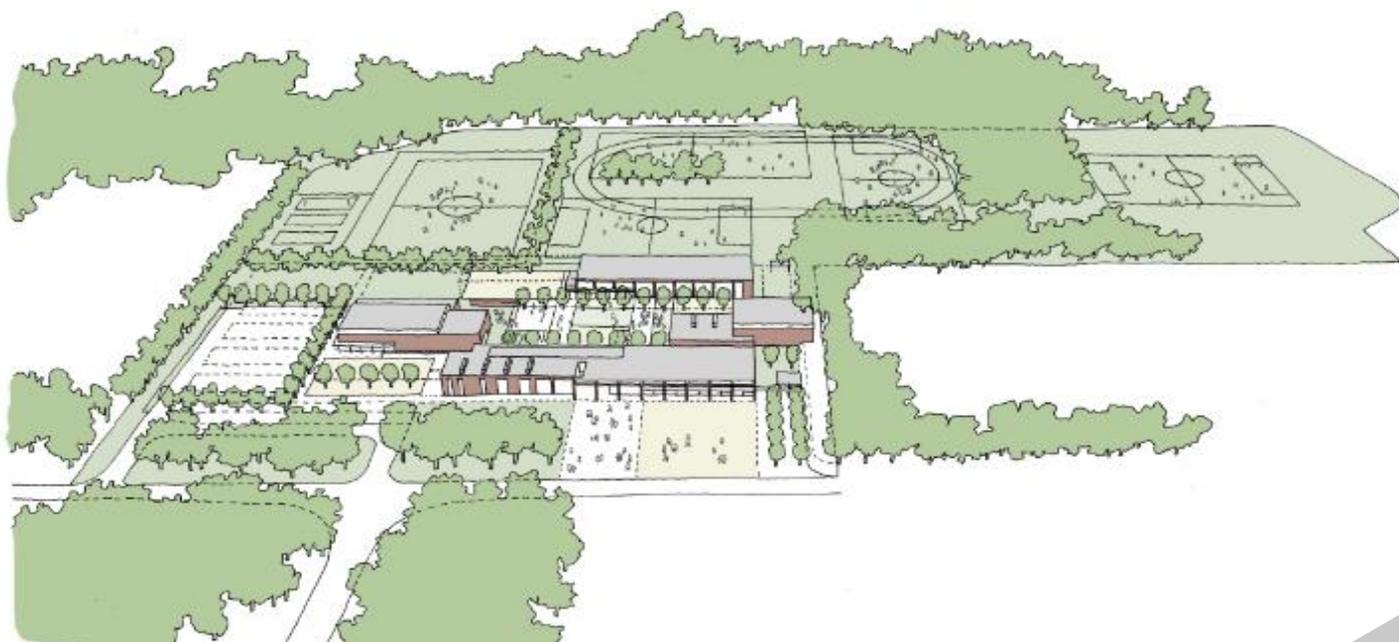
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Mill Chase Academy will be opening its new building a short distance from its current location in November 2019, creating a vibrant and exciting learning environment.

With an investment in excess of £30M, the facilities will be cutting edge, including science and technology laboratories, performing arts centre, 300 seat theatre, 4G pitch, a 6 court sports hall and forest school learning area.

It is a rare opportunity and an exciting time to join the academy, collaborating with the Trust, architects, designers and local community to create a legacy for the future. Our location will be at the heart of a new learning community which will continue to grow as we welcome families locating to a new developing community in Bordon, Hampshire.

We work within a supportive learning community of staff, parents and students, enabling a world of learning opportunities which will inspire and motivate students of Mill Chase Academy to achieve excellence and create the successful path for their future. We are creating an academy where each day will be a journey of discovery to fire their imagination, establish their sense of worth, and to gain the confidence and courage to take a full part in the wider world.



## The University of Chichester Multi-Academy Trust

The University of Chichester Academy Trust is uniquely placed to make a difference to the local education landscape. With access to the University's extensive resources, we provide both educational expertise from the University's Institute of Education and expertise from professionals within HR, Finance, ICT, Estates and Communications.

The Trust has an inclusive and an aspirational vision. People and relationships matter to us and we share the University's belief that education has the power to transform society.

**Our Vision is** for all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

**Our Mission is** to create a vibrant inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

### Our Shared values are:

- **Aspirational**
- **Inclusive**
- **Collaborative**
- **Dynamic**
- **People-focused**

## University of Chichester as sponsor

As a University we believe education has the power to transform society and we should play a role in enabling people to exceed their own expectations, creating a positive impact on our local and regional communities.

Our belief is all schools can be successful and that student progress and the retention and growth of high-quality teachers should be at the heart of our work. We have years of experience in working with outstanding and improving schools as well as those less successful and were proud when we established the Academy Trust in 2012.

We believe there are five key factors that distinguish the University of Chichester as an academy sponsor:

- Teacher training and schools have been fundamental to the University since 1839;
- Tailor-made solutions designed on merit not a one size-fits-all compliance model;
- Wide ranging experience of working in partnership with a rich variety of schools backed up with school focused CPD and classroom-based action research;
- The University is judged as a good provider of Initial Teacher Training;
- High quality teaching and learning, recruitment, training, development and retention are all at the heart of the University ethos, which is shared by the Trust.

'The headteachers and chairs of governors of all of the schools play an important role in the leadership of the trust through forums such as the termly advisory group. Consequently, officers, headteachers and members of local governing bodies share a strong sense of common purpose.'

University of Chichester Multi-Academy Trust  
Ofsted Report, 2017

# Together we make a difference

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## **Our Promise to you:**

- Be a member of a high performing team
- An academy which is committed to continued rapid progress and the achievement of excellence
- Involvement in a brand new, purpose-built academy with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology

## **A focus on you:**

- Opportunities for shared learning and collaboration across the University of Chichester Academy Trust and the wider network
- Extensive professional and personal development opportunities
- Access to current research and expertise from the University of Chichester

## **Reward and Benefits:**

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the Academy and Trust
- Eligibility to join NUS Extra saving you £££'s on a range of goods and services
- Teachers' Pension Scheme
- Childcare Voucher Scheme

## **Be part of something bigger:**

- The support of the University of Chichester Academy Trust, its Board and colleagues from the University of Chichester
- Security of knowing you are joining an organisation whose sponsor has been promoting education for the past 150 years!

## Job Profile

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<b>Job Title:</b>	<b>Cover Supervisor</b>
<b>Reports to:</b>	<b>Deputy Principal</b>
<b>Hours:</b>	<b>30 hours per week, term time only (39 weeks) (part time may be considered)</b>
<b>Location:</b>	<b>Mill Chase Academy, Bordon, Hampshire</b>

### Function of the post:

To support the learning of students by providing cover for absent teachers by working with classes across all year groups. This will include setting work provided by the teacher, supervising and assisting with study and the management of classroom engagement. When cover is not required, to assist in lessons, invigilation or admin as required. Experience of classroom management and working with groups of 11-16 year olds is preferred but not essential as training will be given to the right candidate.

### Principal Accountabilities:

1. With high standards of expectation, deliver lively and engaging lessons from existing plans, responding to students' needs accordingly and in line with Academy policy.
2. Promoting positive values and attitudes, manage the engagement of students under your supervision at all times in line with the Academy's Behaviour Policy.
3. Set work that has been planned by a teacher, ensuring students remain on task in a calm and purposeful learning environment.
4. Support students' learning by responding to questions about process and procedures
5. Deal with any immediate problems or emergencies according to the school's policies and procedures
6. Collect in completed work and resources after the lesson covered and return to the appropriate teacher and supply feedback with regards to any learning or behavioural issues and a report on progress made.
7. Ensure behaviour issues are followed up appropriately in accordance with the school's behaviour policy
8. Act as invigilator, reader and/or scribe during formal and mock examinations and controlled assessments
9. Manage the engagement of students in the classroom, reporting as appropriate using the Academy's system and procedures, on the engagement of students during the class and on any problems arising.

10. Take responsibility for the safeguarding of students in line with the Academy's Safeguarding Policy, reporting incidents and issues as appropriate.
11. Attend meetings and training sessions as required and directed by your line manager.
12. Assist teachers lessons to provide additional support as requested.
13. Assist with reprographics and admin tasks as required.
14. Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
15. Carry out requests from the Senior Leadership Team in a prompt and efficient manner.
16. Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures.
17. Share good practice across the Trust.
18. Take responsibility for your own well-being.
19. Take responsibility for your own career choices and actively seek CPD opportunities. Participate in training and other development opportunities as required.
20. Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.
21. Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act and assist the Business Manager in responding to Personal Data and Freedom of Information requests.
22. During the period that you are not required to undertake Cover Supervision you will be involved in a range of duties that contribute to the effective operation of the academy, as agreed with your line manager. E.g. as a Teaching Assistant or as Administrative Support.

#### **Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, University of Chichester Academy Trust (CAT) reserves the right to update your job profile to reflect changes in, or to, your post.

#### **Equality and Inclusion:**

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and

to support this the Academy has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from your line manager. Any breaches may lead to termination of employment.

### **Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Academy's HR Administrator.

### **Health & Safety:**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the Academy's Health and Safety policies.

### **Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the Academy in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

### **Data Protection:**

You will be responsible for ensuring that workplace responsibilities are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

### **Safer Recruitment:**

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Staff will be subject to a satisfactory Disclosure Service certification as part of the recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

### **Principal Attributes and Person Specification:**

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced through</b>
<b>Knowledge and Qualifications</b>	GCSE C or above in English and Maths	HLTA Knowledge of the	Application Documentary Evidence

	A good understanding of the principles, strategies and practices for effective child learning and development	working of a secondary school and secondary national curriculum	Interview
<b>Skills</b>	<p>Organisation, time management and analysis skills that enable effective interpretation and delivery of predetermined plans to maintain the continued quality of student learning and development within the timescales required</p> <p>Interpersonal and communication skills, both written and verbal support administrative duties</p> <p>Developed skills to motivate and stimulate learning and ensure appropriate student behaviour</p>		Application Interview References
<b>Experience</b>	Working autonomously and organising your own working day	<p>Experience of working with children, ideally in a secondary setting</p> <p>Experience of effective teaching to pre-determined plans</p>	Application Interview References
<b>Personal attributes</b>	<p>Flexible to the changing needs of the Academy, with a strong working ethos and a high level of commitment to the Academy, its improvement, its ethos and its values</p> <p>Able to work on own initiative whilst recognising the importance of working with colleagues as a team member</p> <p>Adaptable and sensitive when dealing with challenging situations, with the ability to be reflective and self-critical and to respond to feedback</p> <p>Promote and support positive and high standards of behaviour</p> <p>Resilience to manage the demands of the post</p>		Interview References

## Application Procedure

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Applicants should complete an Application Form and Equality Monitoring Form which can be downloaded from the academy's website [www.millchase.hants.sch.uk](http://www.millchase.hants.sch.uk) or the Trust's website [www.unicat.org.uk/find-job](http://www.unicat.org.uk/find-job) and submit it, so that it is received no later than 5:00pm on 8 November 2019.

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Bordon  
Hampshire  
GU35 0ER

T: (01420) 4720329

E: [s.ainsley@millchase.hants.sch.uk](mailto:s.ainsley@millchase.hants.sch.uk)

### Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the essential criteria within the Person Specification. Indicate, giving evidence, how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

### Selection Procedure

The shortlist will be drawn up on 11 November 2019. Further details will be sent to those candidates called for interview.

Failure to send your application form to the above address may invalidate your application.

### Equality Monitoring

All applicants will be required to complete an Equality Monitoring Form.

### Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.

### Safer Recruitment

University of Chichester Academy Trust and Mill Chase Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

### Data Protection Act 1998

You should be aware that the information you have provided will be stored on the HR secure database and will only be used to process your application. It will not be passed to any other organisation