



LEARNING SUPERVISOR



*Stanchester Academy
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Somerset
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Principal: Mrs Amy Joynes



Stanchester
Academy

Recruitment Information Pack

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Dear Applicant

Thank you for expressing an interest in the post of **Learning Supervisor** at Stanchester Academy. This post is permanent, commencing ASAP. Accompanying this letter is information about the Academy which we hope will provide you with everything you need to know to apply for the post. The Academy Website gives further details.

We are seeking to appoint a motivated Learning Supervisor. The successful applicant will provide cover for absent teachers and provide students support and intervention. The post is 30 hours per week term time only plus one additional week. This position might ideally suit a person who is currently wanting to progress to a teaching career in the future.

At Stanchester Academy we aspire to be amongst the best, not just out of a healthy competitive spirit, but because it is our duty to foster and pursue this commitment for our learners and learning community.

We are proud to be an Academy known for a productive and welcoming atmosphere, valuing achievement but also strongly promoting personal development. School should be a preparation for later life, and learning self-respect, consideration for others, and the consequences of our own actions, all helps develop a sense of duty, citizenship and belonging.

We believe this is an outstanding opportunity to join a diverse and successful team that works hard to enthuse students and instil in them high standards.

The successful candidate will require:

- a real passion
- be able to build relationships quickly, with humility and empathy
- show respect to others – students, parents and colleagues – in order to get the best out of them
- be positive, optimistic, caring, kind and approachable
- be willing to be immersed in the life of a busy and successful Academy
- be able to inspire and motivate others, supporting a shared vision
- use resources, intellect, creativity and innovation to be successful

Stanchester Academy is a rural comprehensive school set in a stunning location in South Somerset, close to Yeovil and within a mile of the A303. We benefit from exceptionally good road and rail links to major cities in the UK. Stanchester Academy is an exciting Academy with aspirations that match the high expectations we have of our students. The professional development of our staff drives learning and has helped to create the “buzz for learning” that can be found in all classrooms. We are known also for our commitment to the personal development of the individual child. For us, self-respect, consideration for others pride and belief help to develop a sense of duty, citizenship and community.

In 2016 Ofsted judged the school as ‘Good’ and identified the relentless focus on standards and expectations on being pivotal in our success. A recent externally commissioned quality assurance review found “*leaders are steering the Academy confidently and strategically towards outstanding*”.

The academy is frequently praised for its positive ethos where students feel valued and respected and where a healthy culture for learning exists across the school. GCSE results are also good; we have had some of the best results in Somerset in regards to student progress over the last two years. In 2019, 8 subjects achieved over 80% grades 9-4.

We are looking for someone with high expectations who is able to inspire and enjoy the challenges of this role. You need to be a team player, who will go the extra mile to support staff and students. If you would like any further information regarding this vacancy or would like to informally visit the school prior to the closing date, please do not hesitate to contact me on 01935 827240.

Yours sincerely

Mrs Amy Joynes
Principal



Application Process

Governors and senior staff will meet to shortlist from **Monday 23 September 2019**. Interview candidates will be informed by telephone soon after.

If you have not heard by **Thursday 26 September 2019**, please assume you have been unsuccessful on this occasion.

Interview Date: **W/C 30 September 2019**

Completed applications should reach the school by **Monday 23 September** (12noon) and should include:

- I. Fully completed Stanchester Academy application form (NB: CV's are not required);
- II. A letter of application (no more than 2 sides of A4) outlining:
 - How your experiences and skills will enable you to fulfil this role.
 - Additional areas to which you feel you could contribute in this thriving community school.

Completed applications should be returned either by post, marked 'Confidential' to Mrs Liz Joynes, HR Manager and PA to Principal at Stanchester Academy, Stoke-sub-Hamdon, Somerset, TA14 6UG or by email to LJoynes@educ.somerset.gov.uk or office@stanchester-academy.co.uk

Should you wish to arrange a visit to view the Academy, please do not hesitate to contact Liz Joynes who will also be happy to arrange this.

Stanchester Academy has an absolute commitment to safeguarding and promoting the welfare of children. The Academy follows the national and Somerset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process with pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service. Stanchester Academy is committed to equal opportunities and positively encourages applications from all sections of the community.



Critical



Caring



Challenge



Collaboration



Commitment



Creative

Character Development **at** **Stanchester Academy**

The ethos and culture at Stanchester Academy has personal development at its core. Using the 6Cs our aim is to nurture and develop the characteristics that will help students to become well rounded people and equip them with the skills for lifelong success.

Good character has been identified as the foundation for improved attainment, better behaviour and increased employability, but most importantly, flourishing societies and as such we have committed to developing this within our students.

The 6Cs program is based on research conducted by the Jubilee Centre for Character and Virtues. All research reports can be found on the Centre's website at www.jubileecentre.ac.uk



JOB DESCRIPTION

Department	Education
Section:	Secondary School
Job Title:	Learning Supervisor
Reports To:	Assistant Principal

Main Purpose of Job

To cover absent teachers across the curriculum and support student learning and intervention.

Main Responsibilities and Duties

Supervising classes

- Supervising whole classes during short term absence of teachers. This would be across the whole curriculum
- To give instructions for the lesson as provided by the teacher
- To maintain good order and to keep students on task
- Supervise students engaged in learning activities.
- Act as a role model and set high expectations of conduct, behaviour and dress.
- Promote the inclusion and acceptance of all students within the classroom.
- Keep students on task and respond to general queries.
- Provide objective and accurate feedback to the teacher on the conduct of the lesson.
- Keep appropriate records as agreed with the teacher.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with school policies and encourage students to take responsibility for their own behaviour and actions.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support the fact that all students are different and able to contribute in their own way.
- Ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.

Supporting Students

- To support students with their learning in small groups or one to one whilst a teacher is present
- To work under the direction of a teacher and aid students' with their learning progress
- To deliver intervention work supplied by a teacher to small groups or individuals
- To provide time and attention to individual students but to recognise the boundaries of effective support within the limitations of professionalism.
- To work in consultation and collaboration with teaching staff.
- To work generally with those students that have special educational needs (SEN), including learning, physical, social, emotional and behavioural difficulties as directed by the SenCO. To particularly and specifically work with the key student
- To encourage students to develop an increased sense of independence.
- To be aware of issues such as Child Protection Procedures and be able to share concerns as appropriate with the Line Manager, Head of Year, Head of Department.
- To review progress of key students and work alongside the Support Workers to establish and deliver individual programmes
- To work towards achieving the best teaching and learning opportunities for all students particularly for those with SEN. An essential component for this will be consulting staff beforehand to investigate lesson content, delivery and support criteria.



- To be fully aware of the impact of their good example and role model requirement in classroom situations (e.g. punctuality, listening and speaking appropriately), and be sensitive to the needs of the teacher whilst supporting good classroom management techniques and, as directed, assisting with issues of student behaviour

Other Duties

Exam invigilation

Knowledge, Skills and Experience

We are looking to appoint someone who is:

- Looking to work with young adults from all walks of life
- Motivated, keen and enthusiastic
- Keen to learn and help the learning of others
- Self-confident and set yourself high expectations
- Responsible, flexible and have a good attitude
- Undaunted by working with groups of teenagers
- Organised and willing to support the work of teachers
- Basic ICT skills e.g. word , excel
- Able to demonstrate a good standard of numeracy & literacy skills

Safeguarding

Report to the Principal any behaviour by colleagues or children which raises concern.

Display a commitment to the protection and safeguarding of children and young people in line with the '*Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings*'.



Benefits of Working at Stanchester Academy

High Quality Professional Development

- INSET Programme with personalised pathways
- New staff/PGCE induction programme with Mentor
- In-house Middle leader training programme
- M Level Accredited NQT induction programme
- M Level Accredited 2nd year teacher programme
- All teaching staff take part in observations during a Hub review each year
- Opportunities to run workshops for staff in school and within teaching partnerships
- Encouragement of individual action research through appraisal
- Opportunities to mentor/coach student teachers on ITT
- Annual Teach Meet
- Established Reading Group

Support for Teaching

- Investment in resources, facilities and the environment
- Outstanding ICT infrastructure including Wi-Fi, resources
- Strong departmental support structure
- iPad sets available for Teaching and Learning activities
- Timetabling ensures specialist teach in their subject areas and there are rarely any split classes
- Designated support for reprographics, trip management, student behavioural support, SEND needs
- Dedicated team of school learning supervisors

Links with other Schools

- Mid Somerset Consortium
- Taunton Teaching Alliance
- South West Teaching Alliance
- Whole Education

Health and Well-being

- Free Annual Flu Jab
- Our own specialist HR Manager
- Membership of Care-first providing free welfare counselling, free Occupational Health consultations
- Long service recognition with one day off per year after 10 years and 2 days off per year after 20 years' service

Supporting Families

- Supportive to colleagues for time off during periods of family illness/crisis
- Supportive of requests where possible to attend graduations, special family events and house moves



Practicalities – little extra touches

- Free refreshments of coffee, tea, milk etc at each CPD Event
- Quality free seated lunch provided on INSET Days
- Learning Lunches for Reading Group and Teaching and Learning Group
- Afternoon meal provided before evening events
- Food allowance whenever on duty (£2.20 per day)
- Water dispenser in main staff room
- Generous business travel allowance
- Free on-site parking

Strong Staff Community

- Staff Social Committee
- Staff Work Room with PC's and Printer
- Large main staff room – we hold 3 weekly whole staff briefings
- Amazing involvement in charity events, national days, productions, including volunteer stewarding at Glastonbury
- Duke of Edinburgh / Ten Tors
- PFA Events
- Department social events



Welcome to Stanchester Academy