



THE WELLS ACADEMY

Integrity Resilience Ambition

Welcome from the Principal

I feel incredibly privileged to be the Principal of The Wells Academy.

At Wells, our motto is 'Be Kind, Work Hard, Achieve Greatness'. This philosophy describes who we are and influences everything we do. We believe all children are entitled to an exceptional quality of education that is built upon a culture of high expectations, an ambitious and inclusive knowledge rich curriculum and teachers that are inspirational subject experts.

Our mission at The Wells Academy is to provide students with an education that allows them to live a life of meaning and purpose. By the end of Year 11, we want each of our students to be equipped with the knowledge, character and qualifications required to make a positive and lasting contribution to their family, community and the world.

Thank you for taking an interest in our Academy, we look forward to meeting you.

George Coles
Principal, The Wells Academy



Who we are

Why do we exist?

We exist to provide our students with an education that allows them to live a life of meaning and purpose. By the end of Year 11, we want each of our students to be equipped with the knowledge, character and qualifications required to make a positive and lasting contribution to their family, community and the world.

What do we do?

We teach students a knowledge rich curriculum and support them to gain the very best qualifications.

How will we succeed?

1. Uphold a culture of high expectations
2. Develop an ambitious and inclusive knowledge-rich curriculum
3. Raise standards of expert, evidence-informed teaching

How do we behave?



Integrity

We are honest and do the right thing, even when no one is watching. We are always kind and courteous in our words and actions. We are courageous and stand up for what is right.



Resilience

We work hard and are self disciplined. We persevere when things get difficult. We embrace challenges as an opportunity to grow.



Ambition

We hold high expectations of ourselves. We resist making excuses. We form positive habits to achieve greatness.



Cover Supervisor

The Wells Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: £22,369 - £27,344 FTE (£19,413 - £23,730 pro rata)

Hours: 37, per week

Contract type: Full time, permanent

Reporting to: Senior Assistant Principal

Main purpose

Provide cover for lessons where required in the absence of a teacher.

Duties and responsibilities

- Take responsibility for a class in the absence of a teacher including unplanned absence or planned absence
- Liaise with teachers and leaders when covering for unplanned absence to understand what the pre-prepared exercise for the class will be and what resources may be given to students to facilitate learning
- Manage the behaviour of students to ensure a constructive environment and the maintenance of resources, by using a range of strategies to deal with classroom behaviour
- Organise and manage an appropriate learning environment and resources
- Explain to students what is required and what pre-prepared task / exercise they will be expected to undertake
- Answer any general questions the students have in relation to the work which they have been given, for example, on processes and procedures
- Collect completed work from students and return this to the designated class teacher where necessary
- Report back to the designated class teacher as appropriate on the behaviour of students and any other issues arising
- Deal with any immediate problems or emergencies according to the Trust's procedures and policies
- Act in accordance with Trust policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management

Additional responsibilities:

- Provide senior staff with relevant information about students in order that students needing support can be identified effectively and appropriate interventions or action plans agreed
- Maintain regular contact, where appropriate, with families of target group students to keep them informed of the student's progress
- Secure positive family support and involvement in students' education

- Have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students
- Undertake administration duties, when cover supervision is not needed, within the main academy administration office

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of students, including sharing concerns where necessary
- Promote the safeguarding of all students in the academy

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that may be carried out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • Educated to GCSE grade C standard in English and mathematics
Experience	<ul style="list-style-type: none"> • Proven track record across a range of educational settings, demonstrating a wealth of experience and knowledge in securing sustainable improvements
Skills and knowledge	<ul style="list-style-type: none"> • Ability to build effective working relationships with staff and other stakeholders • Ability to adapt to meet students' needs • Ability to build effective working relationships with students • Knowledge of guidance and requirements around safeguarding children • Good IT skills • Effective communication and interpersonal skills
Personal qualities	<ul style="list-style-type: none"> • Uphold and promote the ethos and values of the academy • Ability to work under pressure and prioritise effectively • Maintain confidentiality at all times • Commitment to safeguarding and equality