



Thornhill  
Academy

*Enriching Lives, Inspiring Ambitions*

# RECRUITMENT PACK

Cover Manager



Consilium  
Academies

*Enriching Lives, Inspiring Ambitions*

# Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Cover Manager at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton  
Chief Executive of Consilium Academies.

# Welcome from the Headteacher

Dear Candidate,

Thank you for the interest in working at Thornhill Academy. I am immensely proud to be the Headteacher of this academy and work within our trust. All our staff at Thornhill are committed to giving our students high-quality education, that will help them become the best they can be. As well as aiming to prepare our students for success in studying at the Academy, we aim to prepare them for success in their life beyond Thornhill too.

At Thornhill Academy, we aim to work collectively with our local community to provide the highest-quality education in an environment which is welcoming and inclusive. We believe only in this setting can learning and personal development flourish successfully. Our aim is clear, to develop the whole person in a dynamic and progressive learning environment that expects exemplary standards of behaviour and respect and demands a thirst for continuous learning. Every member of our Academy is clear on what we want to deliver to current and future students, through equal opportunities, for every pupil to succeed.

We are committed to:

- Providing students with an exciting, engaging, and rich education;
- Recognising and celebrating the unique nature of every child in our community;
- Celebrating the successes of our Academy and our community to the full

Thornhill Academy is proud to be part of Consilium Academies Trust. As part of Consilium, we are dedicated to working towards the Consilium mission of 'Enriching Lives' and 'Inspiring Ambitions.'

Thank you again for your interest, this is an exciting time to work in our forward-looking academy. Our Ofsted inspection in March 2022 highlights the rapid improvement journey our school is on and we look forward to new staff joining us who share our belief in our young people and want to support our school on this journey of providing our young people with the skills, knowledge and opportunities to be the best they can be

I look forward to receiving your application.

Kind regards,



Mrs Sue Hamilton

Headteacher



## About the Academy

Thornhill Academy is an 11 to 16 secondary academy, with 574 students and occupies a large site in close proximity to Sunderland City Centre. Thornhill offers students and staff rewarding and deeply engaging experiences, and supports them on their journey to become inspirational and reflective practitioners, improving life for all in our community.

At Thornhill we take pride in developing each individual pupil to achieve their potential and make a positive contribution to society. We provide a safe, happy and nurturing environment in which we challenge all to strive for personal accomplishment.

Our Aims are to create an environment in which all take responsibility for their actions, behaviour and learning; relishing challenges and learning from failures. We want to create a safe, supportive and happy working environment in which diversity is celebrated and pupils and staff thrive.

Thornhill Academy is a fantastic school and I believe it is our job to develop a lifelong passion for learning through high quality teaching which fosters curiosity and promotes independence. We are committed to recognising and developing the whole child: physically, emotionally, socially and intellectually, creating active and responsible citizens who lead a successful and fulfilling life.

Our young people tell us they are very happy here and we work closely with parents and carers to ensure a successful experience for all.

# About the Trust

## The Consilium Mission

*“Enriching Lives, Inspiring Ambitions”*

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

## **WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:**

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations

# Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focussed on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development, because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in-depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

- Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.
- Regular teacher-specific training. This will be owned and run by in-school teams, and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.
- Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programmes of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education, and help them to provide the best experience possible for our students.



# About the Role

**Job Title:** Cover Manager

**Start date:** ASAP

**Contract:** Permanent

**Hours:** 36 hours per week, Term time + 5 days

**Salary:** Grade 8, SCP 23 – 26 (£26,905 - £29,365)

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Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Thornhill Academy who are committed to providing the best possible education for our pupils.

We are looking to appoint a resourceful and self-motivated Cover Manager to organise the day-to-day cover for staff absences and vacancies. You must be:

- Genuinely passionate about working with young people and helping them develop and achieve
- Highly organised with excellent interpersonal skills
- Able to analyse and manage supply usage and supply budget
- Confident in the use of IT
- Experienced in working with students and young people in an educational setting

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Kim Weller at [Kim.Weller1@consilium-at.com](mailto:Kim.Weller1@consilium-at.com).

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

**The closing date for applications is Monday 17<sup>th</sup> April 2023**

**Interviews will take place on a date TBC.**

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

*Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.*

## Job Description

|                  |                                       |
|------------------|---------------------------------------|
| Job Title:       | Cover Manager                         |
| Reports to:      | Business Support Officer              |
| Grade:           | Grade 8, SCP 23-26                    |
| Working Pattern: | 36 hours per week, Term time + 5 days |

### Main purpose of the Role

To manage and organise cover for absent staff both teaching and support staff, deploying cover supervisors or arranging supply teachers as appropriate and monitoring the evaluating the impact of cover.

### Main Duties and Responsibilities

- To lead and manage the cover system in accordance with the school's processes and procedures.
- To manage all arrangements for cover for absent colleagues (teachers and support staff) including deploying Cover Supervisors, arranging supply teachers, and ensuring that the school is compliant with the provisions of the STPCD.
- Manage the day to day cover for short term / long term teaching staff absence, supervising classes and quality of cover provided and ensuring the quality of classroom management
- To contribute to the development of, and implement agreed procedures for receiving, recording and acting on notification of planned and short-notice unplanned absence, communicating with relevant colleagues, as appropriate.
- To monitor the cover work supplied and to ensure the system for providing cover is robust and beneficial for the pupils.
- In consultation with all relevant colleagues evaluate the impact of cover provision considering pupil progress, impact on teachers, impact on behaviour and impact beyond the covered lesson.
- To give clear, accurate and complete information to those providing cover, as needed to enable them to work effectively.
- To work with the Business Support Officer to build a bank of direct supply staff.
- To provide induction for supply teachers, ensuring those new to the school can locate relevant facilities and fully understand what is expected of them in terms of Trust policy and procedures (i.e. Health and Safety, Safeguarding and Behaviour Policy) and ensure that those who have previously worked at the school are fully up to date with policy information.
- To have line management responsibility for cover supervisors within the school, including inducting new staff members of the team and undertaking performance management of the team in accordance with the Trust's Performance and Development Policy.
- To ensure that all in the team are deployed effectively and in accordance with best value principles.
- Record any positive/negative behaviour on the pupil record on SIMS.
- Cover Form registration as required, ensuring an accurate register of pupils and participate in Form activities.
- Ensure that all lessons are appropriately covered where required.
- To ensure accurate maintenance of the cover database and reporting on absences on a weekly / monthly basis
- To maintain and manage the register of supply / agency staff, ensuring all contact details are current, including DBS checks

#### Support for the teacher:

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.



- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Administer and assess routine tests and invigilate exams/tests.

**Support for the school:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the schools.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

**Corporate Responsibilities**

- 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
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

**Additional Notes**

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.
- The Trust operate a no smoking policy.

## Person Specification

| Qualifications and CPD  | Essential | Desirable |
|---|-----------|-----------|
| Numeracy and literacy skills to GCSE or equivalent  | X         |           |
| First Aid Qualification   |           | X         |
| Experience, Knowledge and Skills  | Essential | Desirable |
| Experience of database management   |           | X         |
| Experience of working in an educational environment   |           | X         |
| Experience in the line management and recruitment of staff  |           | X         |
| Managing and monitoring a budget and providing required reports   |           | X         |
| Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy  | X         |           |
| Able to lead, develop and motivate a team of staff, delegating duties as required.  | X         |           |
| Good organisational skills  | X         |           |
| Sufficient literacy and numeracy to write clear messages and to keep records  | X         |           |
| Working knowledge of common ICT applications e.g. spreadsheets, email, internet, database input   | X         |           |
| Knowledge of SIMS or similar  | X         |           |
| Knowledge of statutory attendance policies and requirements   | X         |           |
| The ability to manage pupils in a classroom setting   | X         |           |
| Personal Attributes   | Essential | Desirable |
| Able to work independently and within established procedures but without close supervision  | X         |           |
| Ability to work flexibly as part of a team  | X         |           |
| Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations  | X         |           |
| Understanding of the importance of confidentiality  | X         |           |
| Systematic in approach to tasks, with attention to detail   | X         |           |
| An enjoyment of working with and being in the company of young people   | X         |           |
| Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.                                      | X         |           |
| English Fluency   | Essential | Desirable |
| Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad   | X         |           |
| Passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad. |           | X         |