



**Cover Supervisor**  
**37 hours per week, 40 weeks per year**  
**City of Derby Academy**

QEGSMAT is seeking to appoint an enthusiastic and experienced person to work at the City of Derby Academy [CODA]. CODA is an 11-16 school whose educational philosophy is to improve the life chances of all of our students. The school is rapidly improving and is a rewarding and exciting place to work.

The City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional development appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport and enjoys state of the art resources.

You will be working with a team committed to embedding excellence in everything we do.

We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting school community, please visit [www.qegsmat.com](http://www.qegsmat.com) where you will also find the job description and application forms. If you wish to apply for this vacancy please email all completed application forms to [hr@qegsmat.com](mailto:hr@qegsmat.com).

**Closing date for applications:** Wednesday 3<sup>rd</sup> April 2019

**Interview date:** w/c 8<sup>th</sup> April 2019

**Salary:** Scale 5 £21,074-£23,111 (£18,197-£19,956 pro rota)

**Start date:** As soon as possible



**Post Title:** Cover Supervisor / Departmental Support

**Responsible to:** Deputy Headteacher/Headteacher

**Scale:** Scale 5

**Weekly Hours:** 37

**Weeks Per Annum:** 40

**Core Purpose:**

- To supervise a prepared lesson in the absence of a class teacher ensuring that in doing so the students learning and progress is continued and maintained;
- To provide clerical and administrative support to departments;

**Duties and Responsibilities:**

- In the absence of a teacher, provide leadership and supervision of and be solely responsible for a class of students during lesson time;
- Promote positive behaviour for learning of students to maintain a calm working environment, including implementation of the school's policy; rewarding students where appropriate.
- Report back, as appropriate, on the behaviour of students during lesson time and on any arising issues, or rewards to the Curriculum Leader.
- To provide classroom management to classes in the absence of a teacher (for up to a maximum of 10 consecutive days for the same teacher, including the first 3 days of absence).
- Establish positive relationships and communicate with other relevant professionals, in liaison with the class teacher, to support student learning and progress.
- Communicate the work set by the class teacher to the students and ensure that students are aware of the teacher's expectations during the course of the lesson with regard to learning and progress – including the homework set and any other extension/enrichment tasks.
- Motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively with others to ensure that students are engaged on the set task.
- Respond to any questions from students about process and procedures.

- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Collect completed work after the lesson and return it to the class teacher as appropriate.
- Contribute to the administration and delivery of examination assessments
- Invigilate examinations and be available for duties at break and lunch.
- Accompany teaching staff and students on educational visits.
- To collate a bank of supervision work for subjects at KS3 and KS4 in liaison with the relevant Curriculum Leader. Cover and supervision work should be set by the Department.
- Be aware of, uphold and contribute towards the development of the school's policies and procedures.
- Participate in appropriate school based meetings and training activities.
- To support a department with administration duties, e.g. displays etc, when not required for cover during the working day.
- Contribute to departmental improvements when it is appropriate
- Support "day to day" supply staff in locating work and help to orient

## **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## Person Specification Cover Supervisor

	Essential	Desirable
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>GCSE qualifications Grade A-C or equivalent including English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>HLTA – High Level Teaching Assistant</li> <li>First Aid qualification/ commitment to gain within first 3 months.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working with children aged 11-16.</li> <li>Experience of working in an office environment fulfilling a range of administrative duties.</li> </ul>	<ul style="list-style-type: none"> <li>Some experience of working in education and supporting children in a classroom environment.</li> <li>Experience of both KS3 and KS4 settings.</li> </ul>
<b>Knowledge, Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>Effective organisation and communication skills.</li> <li>Ability to consistently and effectively implement whole school behaviour management policy</li> <li>Knowledge of the strategies that recognise and reward effort and achievements, as appropriate to the age and development of students.</li> <li>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task.</li> <li>Ability to monitor the students' response to the learning activities as agreed with the teacher to achieve the intended learning outcomes.</li> <li>Ability to offer constructive feedback to students to reinforce self-esteem.</li> <li>Ability to work effectively and</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of some areas of the National Curriculum</li> </ul>

	<p>supportively as a member of the school team.</p> <ul style="list-style-type: none"> <li>• Ability to work within and apply all school policies e.g. behaviour management, child protection, health &amp; Safety, Equal Opportunities, etc.</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Willingness to take part in further training opportunities</li> <li>• Ability to establish positive relationships with students and staff.</li> <li>• Ability to demonstrate active listening skills.</li> <li>• Ability to maintain confidentiality on all school matters.</li> <li>• Patience, good sense of humour</li> <li>• Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate with other professionals and parents</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Good ICT skills.</li> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Awareness and adherence to relevant Health &amp; safety regulations and a commitment to equality of opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SEND/ strategies for working with ASD students</li> </ul>