



Cover Supervisor x2

Chellaston Academy

37 hours per week, 39 weeks per year

Full time, Permanent

Do you want to make an impact and motivate others within a Multi-Academy Trust learning and teaching environment that is moving forward with exciting times ahead?

QEGSMAT is seeking to appoint Cover Supervisors who are enthusiastic and highly motivated individuals. The successful candidates should be able to supervise whole classes and give instructions using their own initiative, have excellent communication and organisational skills, be patient and have a passion in seeing young people succeed.

We offer candidates:

- Support, mentoring and professional learning 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 a highly successful school, with an aspirational ethos which leads to excellent levels of achievement.
- Staff, students and governors are committed to working together to build a positive learning environment, ensuring continuing success for all students.
- Our core values include hard work and personal courtesy. We firmly believe that the aim of always doing one's best is the key to sustained success.

The application process:

At present, we welcome school visits for interested parties, or if you wish to have an informal conversation to discuss the role in more detail, we would be happy to arrange this. Please call 01332 702502.

Further details about our school can be found on our website: www.chellaston.derby.sch.uk.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found <https://www.qegsmat.com/documents/safeguarding>.

To apply for this position please visit www.qegsmat.com where you can apply via TES. Alternately, you can contact us at hr@qegsmat.com.

Closing date for applications:	Friday 16 th July 2021
Interview date:	Thursday 22 nd July 2021
Salary:	Scale 5 £22,183 - £24,491 (£18,740 – 20,690 pro-rated)
Start date:	1 st September 2021



Post Title: Cover Supervisor
Responsible to: Assistant Headteacher
Scale: Scale 5
Weekly Hours: 37
Weeks Per Annum: 39

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

	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> GCSE qualifications Grade A-C or equivalent including English and Maths. 	<ul style="list-style-type: none"> HLTA – High Level Teaching Assistant First Aid qualification/ commitment to gain within first 3 months.
Experience	<ul style="list-style-type: none"> Experience working with children aged 11-16. Experience of working in an office environment fulfilling a range of administrative duties. 	<ul style="list-style-type: none"> Some experience of working in education and supporting children in a classroom environment. Experience of both KS3 and KS4 settings.
Knowledge, Skills and Aptitudes	<ul style="list-style-type: none"> Effective organisation and communication skills. Ability to consistently and effectively implement whole school behaviour management policy Knowledge of the strategies that recognise and reward effort and achievements, as appropriate to the age and development of students. 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. Ability to monitor the students' response to the learning activities as agreed with the teacher to achieve the intended learning outcomes. Ability to offer constructive feedback to students to reinforce self-esteem. Ability to work effectively and supportively as a member of the school team. Ability to work within and apply all school policies e.g. behaviour management, child protection, health & Safety, Equal Opportunities, etc. 	<ul style="list-style-type: none"> Knowledge of some areas of the National Curriculum
Personal Attributes	<ul style="list-style-type: none"> Willingness to take part in further training opportunities Ability to establish positive relationships with students and staff. Ability to demonstrate active listening skills. Ability to maintain confidentiality on all 	<ul style="list-style-type: none"> Ability to communicate with other professionals and parents

	school matters. <ul style="list-style-type: none"> • Patience, good sense of humour • Flexibility 	
Other Requirements	<ul style="list-style-type: none"> • Good ICT skills. • A commitment to safeguarding and promoting the welfare of children and young people • Awareness and adherence to relevant Health & safety regulations and a commitment to equality of opportunity. 	<ul style="list-style-type: none"> • Knowledge of SEND/ strategies for working with ASD students

PRINT NAME _____

SIGNATURE _____

DATE _____