

Ark St Alban's Academy

Cover Supervisor

Start date: December 2020 (or earlier by agreement)
Location: Conybere Street, Birmingham B12 0YH
Reports to: Relevant Senior Leader
Contract: Permanent, 36 hours per week (Term Time Only)
Salary: Ark Support Staff Salary Scale 5, (£19,312 - £22,183pa)
Actual salary, term time only - £16,537 - £18,996 pa

Our school is seeking an enthusiastic and confident team player to join our outstanding school and to make sure that pupils continue to learn even when the availability of their teachers is disrupted.

Our school consistently secures excellent outcomes for our pupils.

As a cover supervisor at Ark St Alban's Academy, you will be working with teachers who are experts in their field. 70% of our pupils are drawn from households ranking in the top decile for income deprivation affecting children. Despite this, the progress pupils make at Ark St Alban's Academy consistently places our school in the top 10% of schools nationally.

Our young people need continuity and effective support now more than ever. In this role you will work pupils in all subjects and year groups across the whole school. You will be supporting curriculum leaders and teachers in providing a continuity of learning whenever teachers are absent or otherwise unavailable for lessons. You will guide pupils through tasks that they have been set, keeping them on task, motivated and well-behaved.

You will receive ongoing training and support from experienced leaders.

At Ark St Alban's Academy, we make every effort to retain and grow our team of cover supervisors. In addition to thorough and frequent training in classroom management techniques to continually improve your classroom practice, there are also future opportunities to learn about and support the work of our administration and pastoral teams.

In joining our school, you will also be joining the Ark network.

Ark St Alban's Academy is part of a national network of 38 schools. Ark Schools is also a leading provider of teacher training for colleagues at all stages of their careers. Our staff have access to network-wide training opportunities and activities. Shared curriculum resources and expertise across our network supports effective and efficient planning and preparation.

This is an opportunity to have an immediate impact on the life chances of our young people.

As a Church of England School, we believe that climbing the mountain to university is the best way to challenge all our pupils to fulfil their God-given talents. We also recognise our role in addressing inequality by ensuring that pupils drawn from a low-income community have the opportunity to attain an excellent education. This is a fantastic opportunity to be instrumental in providing every student, regardless of their background, a great education and real choices in life.

For an informal, conversation about the role please contact Katie Roberts on 0121 446 1323 or katie.roberts@arkstalbans.org.

Please submit your application online by visiting <http://arkstalbans.org/vacancies>. The deadline for applications is **27 November 2020**.

Ark St Alban's Academy

Job Description: Cover Supervisor

The Role

To support the continued and orderly provision of education in the school by supporting the work of curriculum leaders and teachers in providing a continued education to our pupils whenever the availability of their teachers is disrupted.

Key Responsibilities

Providing a continuity of education

- Communicate, distribute and supervise work that has been set by the teacher
- Manage the behaviour of pupils whilst they work to ensure a constructive environment
- Collect any completed work after the lesson and return it to the appropriate teacher
- Liaise with curriculum leaders to provide support for departments when cover is not required
- Organise detention duty and supervise detentions and other duties as required
- Make appropriate use of equipment and resources, including ICT
- Act as a role model and set high expectations of conduct and behaviour
- Promote positive values, attitudes and good behaviour, deal promptly with incidents in line with school policy and encourage students to take responsibility for their behaviour
- Promote the inclusion of all pupils within the classroom, being aware of and supporting difference, to ensure all pupils have equal access to opportunities to learn and develop

Support for the school

- Supervise pupils in playgrounds, lunchrooms etc and assist with general pastoral care
- Undertake first aid training and be a recognised provider or first aid in the school if required
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark network data protection rules and procedures
- Liaise with colleagues and external contacts at all levels with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



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Person Specification: Cover Supervisor

Qualifications

- Right to work in UK
- GCSE Maths and English (Grade C) or equivalent
- Educated to degree level, desirable
- First aid training/qualification, desirable

Knowledge, Skills and Experience

- Good numeracy and literacy skills
- Good organisation skills and a flexible attitude towards work
- Good communication and interpersonal skills, enabling the effective building of relationships
- High level of proficiency with Microsoft Office
- Experience of working with young people
- Good understanding of child/young people's development and learning processes, desirable
- Working knowledge of relevant policies and legislation. e.g. child protection, desirable
- Understanding of classroom roles and responsibilities
- Able to supervise students and establish a constructive and safe learning environment
- Able to help implement the necessary routines to establish good behaviour

Personal Characteristics

- Genuine passion and a belief in the potential of every pupil
- Resilience, ability to adapt to change and work successfully in a team
- Helpful, positive, patient and caring nature
- Be reliable, punctual and well-presented
- Positive commitment to student achievement and staff development
- Able to take direction, make good judgments and take initiative when required
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of their background

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.