

# Cover Supervisor

**An exciting opportunity has arisen for dedicated person to develop their experience within our passionate and ever courageous community.**

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive and model leadership and determination to the students and pupils within our rich and diverse community. We opened in 2012 with the vision to create a centre of excellence in the community.

We empower our teams by valuing the individual and ensuring personal development. This is delivered through weekly CPD sessions, frequent line management meetings and allowing staff to have their voice and develop their own ideas and projects. Our staff's wellbeing is key to creating a friendly supportive community within the school. Guided by our internal wellbeing committee we have a wide range of initiatives

We have an excellent opportunity for a motivated and enthusiastic Cover Supervisor to join us to cover and support lessons where necessary. The successful candidate will be flexible in their approach and confident when involved in delivering lessons across a wide range of subjects.

**Reports to:** Lead Cover Supervisor  
**Start date:** September 2022  
**Contract:** Flexibility on Part Time Hours Available  
Term Time Only Working  
Standard Part Time hours 33.5 hours pw

**Salary:** Ark Support Salary Grade 6 - Points 8-19 Full Time Salary £25,148 - £30,602  
Salary will be pro rata depending on Part Time hours agreed.  
Actual Salary for 33.5 hours per week Range is £20,040 - £24,387

**Closing Date:** 5<sup>th</sup> September 2022

## Key Responsibilities

- To deliver teacher prepared work to pupils from all key stage – KS3-5.
- Ensure the behaviour management policy is always adhered to and to maintain an orderly and productive classroom.
- Motivate and engage the pupils using positive and constructive feedback.
- Assist the HR Assistant with the induction of temporary staff including printing out lesson plans and registers
- Support with duties as required

## Personal specification

- Have experience working with pupils of different ages and abilities in a formal setting without supervision.
- Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes.

- Have experience managing behaviour and motivating children.
- Have good communication skills both written and verbal.
- Be committed to the values of Inclusion and diversity.
- Good numeracy and literacy skills – GCSE maths and English.
- A degree is desirable but not required.

## **School ethos and culture**

- Bolingbroke Academy's has an ethos of high expectations, courage and compassion, we want staff to act as a role model for these practices.
- Demonstrate high levels of ambition and optimism regarding what the Academy and its pupils can achieve.
- We value difference and embrace the individual.