

Job Description: Cover Supervisor including PE (Ark Blake Academy)

The Role

As Cover Supervisor including PE, you will supervise whole classes during the short-term absence of teachers, ensuring a safe and engaging environment in order for all pupils to be able to access and complete the work set by the member of teaching staff. You will ensure that all pupils understand the task that has been set and are fully engaged with learning, differentiating work as required to support pupils to access it and set extension work for pupils who complete the cover tasks before the end of a lesson. You will be qualified to cover PE lessons.

Duties and expectations of all teaching/cover staff at Ark Blake Academy:

- Teach, through covering lessons, to an excellent level, all year groups, all groups of pupils and qualifications
- Deepen the scholarly nature of both the subject and the academy
- Set high expectations so that all pupils are inspired, motivated and challenged to reach their full potential
- Create a positive climate for learning, by explicitly teaching lesson routines and applying behaviour systems consistently and fairly
- Nurture every pupil's intellectual curiosity, asking pertinent questions about the cover work to deepen pupils' understanding
- Systematically check pupils' understanding and act to correct any misconceptions
- Provide pupils with individual feedback aimed at moving his or her learning forward, developing a growth mindset in each pupil
- Play an active role in ensuring a consistently orderly, calm and stimulating environment, both in and out of the classroom
- Develop habits of excellence in ourselves and our pupils through implementation of the academy rubrics and routines and consistent explanation of, and emphasis, on high expectations in all we do.

Duties and Expectations of Cover Supervisor role

- To support in the provision of excellent learning experience in a range of subjects, enabling pupils to 'seize greatness'
- To embed Ark Blake's vision and the six pillars in teaching practice
- To adopt the codification of academy teaching & learning provision to embed high quality practice in all areas
- To use progress and attainment data and pupil work to make interventions to improve pupil outcomes

Key Responsibilities

Curriculum, Teaching and Assessment

- To model excellent teaching practice in terms of teaching and behaviour management

- To be accountable for pupil progress in covered classes, ensuring that every pupil achieves results in line with, or better than, national expectations
- To track pupil progress and make intelligent use of data to identify underperformance, plan appropriate support and achieve excellent outcomes for our pupils, ensuring that all pupils achieve at chronological age level
- To keep up to date with any changes in learning and teaching, including DfE guidance and curriculum changes and ensure staff are kept informed

Culture and Ethos

- To adopt the academy's behaviour management policy, ensuring that school systems are implemented consistently and in a kind and respectful manner
- To develop strong partnerships and ensure regular communication with parents
- To complete duties around the school, modelling best practice for all staff

Academy Culture

- To support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- To help create a strong academy community, characterised by high expectations, consistent, orderly behaviour based on Blake values and caring, respectful relationships
- To help develop an academy culture and ethos that is utterly committed to learning, achievement and the personal development of pupils
- To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons, and providing other support as required.

Other

- To undertake the appraisal system and relevant training and professional development
- To value and support practices driving continued progress across the network of Ark schools
- To undertake various other responsibilities as directed by the Principal

Person Specification: Cover Supervisor (Ark Blake Academy)

Qualification Criteria

- Strong A Levels or equivalent
- Qualified to degree level and above
- PE Qualification
- First Aid qualification (desirable)

Experience

- Mastery of and enthusiasm for secondary school pupils, and teaching
- Excellent understanding of general teaching pedagogy
- Experience of leading a team and/or developing others
- Experience of improving the quality of teaching and learning through the development of high-quality resources
- Experience of leading successful enrichment which inspire and motivate learners
- Experience of raising attainment in a challenging classroom environment
- Experience of interpreting pupil data to drive lesson planning and pupil progress
- Experience of implementing effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum

Behaviours

Leadership

- Able to work in close harmony with a team of teachers, the Senior Leadership Team, and the Principal
- Strong interpersonal, written and oral communication skills
- Resilience and motivation to lead the academy through day-to-day challenges
- Genuine passion and a belief in the potential of every pupil
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

Personal Characteristics

- Genuine passion and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every pupil, regardless of background
- Effective team member and leader
- High level of self-awareness and self-management in stressful situations
- High expectations for accountability and consistency
- Acts as a role model to staff and pupils
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Vision and Strategy

- Vision aligned with Ark Blake's aspirational vision, mission, beliefs and values
- High expectations of self and others
- Understands strategies to establish consistently high standards of behaviour in an inner-city school and commitment to relentlessly instilling these strategies
- Excellent organisational skills
- Competent in the use of data to inform and diagnose areas for further improvement.

Teaching

- Understand what excellent teaching practice looks like, and how to diagnose and implement effective strategies to raise learning standards.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check.

For more information about our school, please visit: www.arkblake.org. To arrange a confidential conversation with the Principal about this role, please contact: hr@arkblake.org.

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 which will include questions about safeguarding. 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. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.