

Job Description: Cover Supervisor

Reporting to:	Assistant Principal or Vice Principal (Teaching and Learning)
Location:	Hastings
Contract:	Permanent
Working Pattern:	Full Time, Term Time
Salary:	Ark Support Scale 6/Pay Points 19–26 (£19,446 - £24,105) per annum pro rata

The Role

As Cover Supervisor, you will supervise whole classes during teacher absence, giving instructions for the lesson and ensuring good order is maintained and all pupils are kept on task. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

Key Responsibilities

- Assist with the day-to-day planning and management of cover
- Play an active role in planning the cover schedule to take account of school events or long-term cover
- Cover lessons and teach/supervise the work that has been set by the teacher, ensuring all students complete the work required
- 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
- Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any issues arising
- 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
- Liaise with Heads of Department to collect and return the cover work
- As requested, create generic cover lesson plans and resources
- Make appropriate use of equipment and resources, including ICT
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers etc as required
- Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser

Other

- Act as a role model and set high expectations of conduct and behaviour
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority 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
- Attend all relevant CPD to develop your practice
- Support with school duties, events, invigilation and enrichment, 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.

Person Specification: Cover Supervisor

Qualifications

- Educated to degree level (desirable)
- GCSE Maths and English Grade C or above (or equiv)
- NVQ 3 in Supporting Teaching and Learning (or equiv)

Knowledge, Skills and Experience

- Experience in a classroom role including classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies
- Experience working with students in a formal setting without immediate supervision
- Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
- Understanding of strategies for teaching and learning
- Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classed
- Ability to contribute to assessment and monitoring of pupil progress
- Ability to contribute to planning and preparation of lessons and teaching materials
- Good working knowledge of the national curriculum
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills
- Competent with computers and other technology
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A self-reflective practitioner with a thirst to improve classroom practice
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

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.