



**North East
Learning Trust**

Cover Supervisor
Easington Academy
Applicant information pack

Cover Supervisor

Required as soon as possible

Grade 3 SCP 7-SCP11, £20,092 - £21,748 (FTE)
£17,273 - £18,697 Actual
37 hours per week, term time only

We are looking for a dynamic and highly motivated Cover Supervisor who is passionate, motivated to providing high-quality supervision to whole classes during absence.

The ideal candidate will:

- Provide support and guidance to students in learning activities
- Provide high-quality supervision to whole classes during short term absences
- Be a good communicator with excellent interpersonal skills
- Be a self-motivated and enthusiastic team-player
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

If you are passionate about the students with whom you work, have high expectations with regards to standards and behaviour and a commitment to ensuring that every student achieves their full potential, we look forward to your application. This appointment will be based in Easington Academy.

Deadline: Tuesday 19th October 2021

Shortlisting will take place on Wednesday 20th October 2021 with interviews taking place on Thursday 21st October 2021.

Visits to the school are warmly welcomed.

Please contact Tracey Hann on 0191 527 0757 to arrange a visit.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to tracey.hann@easingtonacademy.co.uk or by post to Tracey Hann, Easington Academy, Stockton Road, Easington, Peterlee, County Durham SR8 3AY

Job description

Post title: Cover Supervisor

Responsible to: Senior Cover Supervisor

Responsible for: Cover Supervision

Salary: Grade 3 SCP7-SCP11

Job purpose:

To be responsible for the efficient and effective supervision of students across different age groups and ability levels. You will develop positive working relationships with students, teaching staff, other professionals and parents/carers, as well as promoting positive pupil behaviour and conduct at all times and working within the Academy's policies, procedures and ethos.

Duties and responsibilities:

- To supervise students in the teacher's absence and communicate the work set by the class teacher to the students.
- To work alongside the students keeping them on task, discussing work with them offering any support and advice.
- To manage student's behaviour whilst supervising, feedback any information from the lesson to the teacher regarding behaviour and any other important issues.
- To support the work of the SENCo and students with special educational needs as directed by the SENCo.
- To accompany staff on educational visits.
- To provide classroom support activities.
- To supervise homework after school club as required.
- To support/supervise lunchtime clubs as required.
- To act as an exam invigilator as and when required.
- To undertake school detention as and when required.
- To supervise students during break and lunchtimes as and when required.

General:

- You will attend any training courses relevant to the post, ensuring continual personal and professional development
- You will present yourself as a role model to pupils in speech, dress, behaviour and attitude
- You will be expected to maintain complete confidentiality of all information, data and material to which you have access to.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level of extent of the post and the grade has been established on this basis.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

Person specification

	Essential	Desirable
Knowledge and qualification	<ul style="list-style-type: none"> Level 2 Certificate in Supporting Teaching and Learning in Schools/Level 3 Certificate in Cover Supervision of Pupils in Schools or equivalent Excellent literacy and numeracy skills First aid certificate (or willingness to undertake) 	<ul style="list-style-type: none"> Experience of working within an educational environment Experience of Invigilating examinations
Experience	<ul style="list-style-type: none"> Experience of supporting secondary age children in/out of the classroom Using ICT in the classroom 	<ul style="list-style-type: none"> Experience of working in a secondary school environment Knowledge of behaviour management Knowledge of Health & Safety regulations
Skills and competencies	<ul style="list-style-type: none"> Ability to use learning technologies Ability to work within school policies and procedures Understanding of the principles of child development and the learning process Ability to work independently Excellent interpersonal skills 	
Personal qualities	<ul style="list-style-type: none"> Demonstrate integrity Self-motivated Flexible and adaptable approach to the working environment 	

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share

this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.