

Job Vacancy  
Application Pack

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| **Cover Supervisor – Starting 1st September 2019** | HS_Portrait_White-on-Blue-cmyk |
| Thank you for your interest in this post.  We are looking for a reliable and committed Cover Supervisor to join our excellent team from September 2019. The successful candidate will supervise lessons in the absence of a classroom teacher so that students can complete the work set by the teacher in a safe, calm and positive environment. You will also play a role in supporting students in lessons and during lunchtime.  This role would suit anyone with an interest in working with young people and could provide an excellent opportunity to gain experience prior to undertaking teacher training. The successful candidate will receive the support and professional development opportunities they need to be successful, in return we are looking for someone who is committed to ensuring the very best experience and education for all of our students.  You will receive a full induction programme, and excellent preparation for the next stage of your career. You will have access to a substantial welfare package and The Kimberley School is absolutely committed to ensuring that all staff have access to a comprehensive programme of professional development and that they enjoy a good home/work balance.  We are committed to safeguarding and promoting the welfare of children and young people and all posts are subject to an enhanced Disclosure and Barring Service (DBS) check.  A job description and person specification is enclosed to help you decide whether you feel the post is suitable for you. If you would like to find out more about the post then please contact our HR Officer at [recruitment@kimberleyschool.co.uk](mailto:recruitment@kimberleyschool.co.uk) or 0115 9387000. They can also arrange for you to have a look around the school before you make an application if this would be helpful.  An application form can be downloaded from the vacancies page on our website http://kimberleyschool.co.uk/current-vacancies. Closing date for applications is 9am on Wednesday 26th June 2019.  Yours faithfully  Andrew George Head Teacher | |

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| **Job Description: Cover Supervisor** | | | |
| **1. Title** | Cover Supervisor | **2. Reporting to** | Lead Cover Supervisor |
| **3. Grade/Hours** | Grade 4 (£20,344 - £21,589 pro-rata) – Actual Salary £14,820 -£15,727 Term Time Only. Full Time. 32 hours a week. | | |

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| **4. Main Purpose of the Job:** |
| Supervise lessons in the absence of a classroom teacher so that students can complete the work in a safe, calm and positive environment. |

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| **5. Main Responsibilities of the Job:** | |
| Cover Supervision | |
| 1. | Assisting in preparing the learning environment and the materials used therein |
| 2. | Supervise the students throughout the lesson on work left in accordance with school policy |
| 3. | Supervising the safe and calm entry and departure of students |
| 4. | Assisting with the management of student behaviour to ensure a safe, calm and positive environment |
| 5. | Responding to students about the work that has been set, providing students with generic support (e.g. literacy, numeracy, IT) to help them complete set work. |
| 6. | Collecting any work completed after the lesson and returning it to an agreed person/place. |
| 7. | Leaving the room in good order at the end of the lesson. |
| 8. | Recording and reporting attendance at lessons in accordance with school policy |
| 9. | Reporting back as appropriate using the school’s agreed referral procedures on the behaviour of pupils during the class and any other issue arising |
| 10. | Dealing with any immediate problems or emergencies according to the academy’s policies and procedures. |
| 11. | Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate. |
| 12. | Supervise students during activities at lunchtime and as they leave the site at the end of the school day. |
| 13. | When not required for cover: provide support for individual/groups of students as deployed by the Learning Support Team; or support exam invigilation as deployed by the Exams Officer; or supervise the Pre-Exclusion Unit; or complete administrative tasks as required. |
| General responsibilities | |
| 14. | Be aware of and follow school policies and procedures |
| 15. | Attending and participating in meetings as required |
| 16. | Participate in professional development as required. |
|  | Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms. |

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| **6. Person Specification** | **Essential/**  **Desirable** |
| **Qualifications** | |
| Five A\*-C passes at GCSE (or equivalent) including English and Maths | E |
| Pass grades in A-Level qualifications | D |
| Qualified to degree level | D |
| First Aid Training | D |
| **Experience** | |
| Experience of working with young people or adults in a paid/voluntary capacity | D |
| Successful experience of a cover supervisor role in a secondary school | D |
| **Personal Characteristics and Ability** | |
| Genuine passion and a belief in the potential of every pupil | E |
| Helpful, positive, calm and caring nature | E |
| Able to establish good working relationships with colleagues and students | E |
| Able to follow instructions accurately but make good judgements and lead when required | E |
| Motivation to continually improve standards and achieve excellence | E |
| Committed to the safeguarding and welfare of all pupils in the School | E |
| Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students | E |
| Ability to motivate students. | E |
| Ability to work at own initiative and as part of a team. | E |
| Ability to work in a flexible and responsive way with tact, discretion and confidentiality | E |
| Ability to relate well to children and adults | E |
| Ability to work under pressure and work flexibly. | E |
| Good communications skills, written and oral | E |
| Excellent numeracy and literacy skills | E |
| Ability to use ICT effectively to support learning | D |
| Ability to support the processes and procedures for students’ learning. | D |
| Understand the importance of confidentiality and discretion | E |
| **In addition to the above, you will have the right to work in the UK and also be expected to demonstrate how you meet the following general criteria:**  Committed to safeguarding and promoting the welfare of children  Ability to relate well to children and young people  Ability to work effectively in a team and relate to all people  Ability to stay focused whilst being able to problem solve and use own initiative as appropriate  Ability to organise, prioritise and complete tasks efficiently and effectively  Ability to communicate effectively and to impart clearly knowledge for the benefit of others  Flexible, adaptable and professional approach to work  Openness to new ideas  Punctual, reliable and an ability to keep to deadlines  Ability to maintain confidentiality  *We reserve the right to ask candidates who are shortlisted for interview to verify any statements made on their application form.* | |