



**North East  
Learning Trust**

**Cover Supervisor**  
**Rye Hills Academy**  
Applicant information pack

# **Cover Supervisor**

## **Required as soon as possible**

**Grade 3 SCP 7-SCP11, £20,444 - £22,129(FTE)**  
**£18,038 - £19,525 Actual**

**37 hours per week, term time only plus 5 additional days**

Rye Hills Academy is a part of North East Learning Trust and is seeking to appoint a dedicated and professional Cover Supervisor.

At Rye Hills Academy, we aim to provide opportunities to enable all students to learn and make lifelong friendships in a caring, supportive environment. In becoming successful learners, we want all our students to develop a love of learning, to recognise that learning is a lifelong activity and that the skills they acquire and develop are transferrable.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

### **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

### **We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

### **The successful 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 Rye Hills Academy.

### **Deadline: Thursday 31st March 2022 midday**

Shortlisting will take place Friday 1<sup>st</sup> April 2022 with interviews taking place on Tuesday 5<sup>th</sup> April 2022

Visits to the school are warmly welcomed.

Please contact Claire Thornton on 01642 484269 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 [claire.thornton@ryehillsacademy.co.uk](mailto:claire.thornton@ryehillsacademy.co.uk) or by post to Claire Thornton, Rye Hills Academy, Redcar Lane, Redcar, TS10 2HN.



# Job description

**Post title:** Cover Supervisor  
**Responsible to:** Senior Cover Supervisor

## 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 students' 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 SENDCo and students with special educational needs as directed by the SENDCo.
- To accompany staff on educational visits, where necessary
- 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.

**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 and extent of the post and the grade has been established on this basis.**

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the

Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification

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

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list

check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

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

**Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**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.

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