



**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 - £21,129 (FTE)

£18,038 - £19,525 Actual

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

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

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: Monday 13 June 2022

Shortlisting will take place Tuesday 14 June 2022 with interviews taking place on Tuesday 21 June 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 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
Salary Grade: 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 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 above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Education/training	<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
Aptitude and skills	<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 	

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.