



**North East
Learning Trust**

Cover Supervisor
The Academy at Shotton Hall
Applicant information pack

Cover Supervisor

Required as soon as possible

Grade 3 SCP7 – SCP11 £20,092 -£21,748(FTE)
£17,273-£18,697 Actual
37 hours per week, term time only

The Academy at Shotton Hall is a part of the North East Learning Trust and are seeking to appoint a Cover Supervisor to join our dedicated team.

The Academy at Shotton Hall truly is a unique place to learn, with a warm and happy atmosphere with high expectations and a clear focus on achievement. Our students consistently reach the highest standards and year-on-year we are placed amongst the top performing schools in County Durham with students exceeding their targets.

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 regard 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 The Academy at Shotton Hall

Deadline: Monday 13th December 2021

Shortlisting will take place on Monday 13th December 2021 with interviews taking place on Wednesday 15th December 2021.

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Debra.livingston@shottonhallacademy.co.uk or by post to Debra Livingston, Head of Administrative Services, The Academy at Shotton Hall, Passfield Way, Peterlee, Co. Durham SR8 1AU.. Please do not submit a CV unless it is to compliment your application form.

Job description

Post title: Cover Supervisor
Responsible to: Vice Principal
Responsible for: Cover Supervision
Salary Band: Grade 3 SCP 7-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 behavior 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 behavior whilst supervising, feedback any information from the lesson to the teacher regarding behavior 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 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 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"> Level 2 certificate in supporting Teaching and Learning in Schools/Level 3 certificate in Cover Supervision of Pupils in schools or equivalent qualifications Excellent literacy and numeracy skills | <ul style="list-style-type: none"> Experience of working in an educational environment Experience of invigilating exams First Aid Certificate (or willingness to undertake) |
| 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"> Experiencing of working in a secondary school environment Knowledge of behaviour management Knowledge of Health and 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 | <ul style="list-style-type: none"> |
| Personal qualities | <ul style="list-style-type: none"> Demonstrate integrity Self-motivated Flexible and adaptable approach to the working environment | <ul style="list-style-type: none"> |

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.