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**Every student matters.**

**Every student can achieve.**

**Every lesson counts.**

This is an exciting opportunity for an enthusiastic **Cover Supervisor** to join and contribute to the success of an academy that believes in providing a first class education and giving every pupil the opportunity to go to university or pursue the career of their choice.

At Charter Academy, you will join a community of staff striving to create an outstanding comprehensive school. We are now looking to recruit a Cover Supervisor to join our staff team. This is an exciting opportunity for a passionate, motivated, suitably qualified person to join and contribute to the success of an academy that believes in providing a first class education and giving every pupil the opportunity to go to university or pursue the career of their choice.

You will supervise whole classes during the short-term absence of teachers, giving instructions for the lesson and ensuring good order is maintained and all pupils are kept on task, facilitating their learning. You will be a motivated individual, ideally with experience of working with teenagers.

**The ideal candidate will:**

* have experience of working with children of a relevant age in a school setting
* have experience of managing student behaviour
* be willing to take part in training and professional development as appropriate
* be able to supervise students and establish a constructive, safe and ordered atmosphere in the classroom.
* be committed to Ark’s ethos of high expectations and no excuses
* have the resolve to make a real difference to the lives of pupils.

Charter Academy is a four form mixed 11-18 comprehensive community school and opened its Sixth Form in September 2014, offering students the opportunity to continue their learning with us in the same supportive and nurturing environment in our new, 21st Century state-of-the-art buildings.

Since becoming part of the Ark schools and Sixth Form networks in September 2009, we have made rapid improvement year on year. In 2015, we celebrated further impressive achievement in our GCSE performance, with 73% of students achieving 5 A\*-C grades including English and Mathematics – the best results in the city for the second year running. Charter Academy has been the most improved school in England in the last three years and was recently awarded a Pupil Premium Award for its work in providing a high quality education for students from low income backgrounds.

Please apply at <https://goo.gl/xurIf2> For more information about Charter Academy please go to: <http://charteracademy.org.uk>. For any queries regarding your application, please contact the Ark recruitment team on 0203 116 6345 or [recruitment@arkonline.org](mailto:schools.recruitment@arkonline.org).

**Closing date: 11am** on **Wednesday 28th June**

**Salary:** Ark Support Staff scale, band 5: £16,737 - £20,457 per annum, pro rata

**Start date:** September 2017

**Location:** Portsmouth

**Hours:** 36 hours per week, 39 weeks per year (term time only)

**Contract:** Permanent

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Cover Supervisor**

**Reports to:** Educational Support Manager

**Salary:** Ark Support Staff scale, band 5: £16,904 - £20,662 per annum, pro rata

**Start date:** September 2017

**Hours:** 36 hours per week, 39 weeks per year (term time only)

**The Role**

To supervise whole classes during the short-term absence of teachers, giving instructions for the lesson and ensuring good order is maintained and all pupils are kept on task.

To respond to general questions and provide general feedback to teachers – The cover Supervisor will not be required to undertake ‘specified work’ e.g. planning, preparation and assessment of students’ work.

**Key Responsibilities**

* To give instructions for the lesson as provided by a teacher
* To maintain good order and keep pupils on task
* To supervise pupils engaged in learning activities
* To act as a role model and set high expectations of conduct and behaviour
* To promote the inclusion and acceptance of all pupils within the classroom
* To keep pupils on task and respond to general queries
* Liaise with Heads of subject where additional support is needed
* To provide objective and accurate feedback to the teacher on the conduct of the lesson
* To keep appropriate records as agreed with the teacher
* To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
* To support the use of ICT where appropriate
* To make appropriate use of equipment and resources
* To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* To respect confidentiality at all times
* To liaise with the line manager as appropriate.

**Other**

* To participate in training and other learning activities as required
* To attend relevant school meetings as required
* To undertake any other reasonable duties as directed by the Leadership Team.

**Person Specification: Cover Supervisor**

**Qualification Criteria**

* Right to work in UK
* Educated to at least GCE/A level or equivalent
* Educated to degree level (desirable)
* First aid training/qualification (desirable).

**Behaviours and Personal Characteristics**

* Ability to adapt to change and work successfully in a team
* Willing to take part in training and professional development as appropriate
* Patience and emotional resilience
* Genuine passion and a belief in the potential of every pupil
* Positive commitment to student achievement and staff development
* Ability to relate to young people and adults in the learning environment
* Helpful, positive, calm and caring nature
* Enthusiastic, committed and uses initiative.

**Specific Skills**

* Good numeracy and literacy skills
* Good written and verbal communication skills: able to communicate effectively with students and colleagues
* Good understanding of child/young person’s development and learning processes (desirable)
* Understanding of classroom roles and responsibilities
* Be able to supervise students and establish a constructive, safe and ordered atmosphere in the classroom
* Working knowledge of relevant policies and legislation. e.g. child protection (desirable)
* Be reliable, punctual and well-presented
* Good organisation skills and a flexible attitude towards work
* Able to help implement the necessary routines and patterns to establish good behaviour management.

**Other**

* This post is subject to an enhanced Disclosure and Barring Services check
* The post holder must be committed to the academies policies and ethos and understand and promote the academies aims and values
* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline.