

**Cover Supervisor**

*Inspiring a generation to achieve excellence through innovation*

**Start date:** February 2018.
**Salary:** Ark Support 6 (spine 19 – 22), £22,443 to £24,376 dependant on experience.
**Location**: Brixton, London
**Nearest Tube station:** Brixton (Victoria)
**Deadline: 11am** on **Sunday 14th January**
**Ofsted**: [Good](https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/135389) (June 2017)

 *Visits to our school are encouraged; to arrange, please call 0207 266 7070*.

Dear Candidate,

Thank you for taking the time to find out more about the exciting role as **Cover Supervisor** at Ark Evelyn Grace Academy. We are delighted that you are considering joining our Academy at such an exciting stage in our development. Ark Evelyn Grace Academy is a mixed, non-selective, 11-18 secondary school in Lambeth. The academy opened in 2008 and moved into its award-winning building on Shakespeare Road in 2010. Evelyn Grace Academy was judged as ‘good’ by OFSTED in June 2017.

In September 2017, I took over as Principal, having previously co-founded an ‘outstanding’ ARK school in North London: Ark Academy. I will work with staff at Evelyn Grace to secure its position as the school of choice in the local community. Together we will ensure that students secure the highest possible standards so they can go on and compete for the very best positions in their chosen career.

The successful applicant will be a strong team player fully aligned to the Academy’s ethos of high academic expectation and aspiration for all. They will want to be part of body of staff that work tirelessly to help our students develop the sort of qualities that will help them flourish and succeed in life.

As a member of Evelyn Grace and the ARK network, you will receive the sort of coaching, training and development opportunities that will help you become the very best that you can be.

For further information and to apply please visit our website: [evelyngraceacademy.org](http://www.evelyngraceacademy.org)/vacancies and complete your application by **Sunday 14th January 2018.**

For any queries relating to your application, please contact the recruitment team on 0207 737 9520 or recruitment@evelyngraceacademy.org

I wish you all the best in your application.

Yours faithfully,

**Tim Dainty**

**Principal**

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

**Cover Supervisor: Job description**

**To work under the guidance of appropriate subject leaders and within an agreed system of supervision, to:**

* supervise whole classes during the short-term absence of teachers. The primary focus when supervising will be to maintain good order and to keep students on task. The Cover Supervisor will need to respond to questions and generally assist students to undertake set activities;
* provide specialist support in a specific curriculum area, including preparation, and organisation of resources and support to teaching staff and students when cover is not required;
* provide supervision at breaks and lunchtimes on a daily basis;
* provide cover for tutor sessions as required.

**The Cover Supervisor will:**

* supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities;
* use classroom/teaching skills/training/experience to support students;
* promote positive values, attitudes good student behaviour and health and safety, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
* manage the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly and productive including
* completing electronic registers for registrations and every class;
* dealing with any immediate problems or emergencies according to the school’s policies and procedures;
* collecting any completed work after the lesson and returning it to the appropriate teacher;
* rewarding students, where appropriate, in accordance with school procedures;
* reporting as appropriate, using the school’s agreed referral procedures on the behaviour of students during class, any issues arising;
* establish productive working relationships with students, acting as a role model and setting high expectations;
* promote the inclusion and acceptance of all students within the classroom;
* recognise and respond to the individual needs of students;
* encourage students to interact and work co-operatively with others and engage all students in activities;
* set challenging and demanding expectations and promote self-esteem and independence;
* provide feedback to students in lessons;
* Support the use of ICT in learning activities and develop students’ competence and independence in its use;
* implement agreed learning activities/teaching programmes/ practical lessons, adjusting activities according to student responses/needs.

**When not required to cover classes or groups of students the cover Supervisor will provide support for the SEN department, under the guidance of the SENCO, by:**

* working on an individual or small group basis with students with particular needs adjusting lessons/work plans as appropriate;
* administering and assessing routine tests and invigilating exams/tests.

**The cover Supervisor will support the school by:**

* being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
* ensuring all students have equal access to opportunities to learn and develop;
* contributing to the overall ethos/work/aims of the school;
* establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teaching staff, to support achievement and progress of students;
* attending and participating in regular meetings including training and other learning activities as required;
* recognising his /her own strengths and areas of expertise and using these to advise and support others;
* providing appropriate guidance and supervision and assisting in the training and development of staff as appropriate;
* undertaking planned supervision of students out of school hours learning activities, including running a lunchtime activity, if required;
* supervising students on visits, trips and out of school activities as required within normal school hours.

**Cover Supervisor: Job description**

 The position requires the following key qualities and attributes:

* Experience of working in a secondary school environment
* Recognised competence/qualification in literacy and/or numeracy
* Ability to communicate confidently and effectively with students and other members of staff.
* Have high expectations of behaviour, following established frameworks for discipline which include a range of strategies, using praise, sanctions and rewards consistently and fairly.
* Ability to maintain good relationships with pupils, exercising appropriate authority and act decisively when necessary.
* Ability to raise the positive profile of Cover Supervisors within the classroom and provide a good role model within the classroom
* Experience of managing classes effectively, using approaches which are appropriate to pupils’ needs in order to involve and motivate them; including a good understanding of SEN and G&T characteristics.

**Other**

* This post is subject to an enhanced Disclosure and Barring Service check
* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake and contribute to professional development activities

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*