



Brinsworth Academy Cover Supervisor

Part of

LEAP

Multi Academy Trust



*Creating a
culture of
success and a
love of learning
to achieve
excellence.*

ACHIEVING

Post Title: Cover Supervisor

We are currently looking to appoint a number of suitably qualified Cover Supervisors to join the Academy. These posts have arisen due to our current team progressing to either teacher training, teaching or retiring.

The successful candidates should be willing to commit to a programme of professional development that will prepare them to work in the classroom. If appointed you will deliver pre-planned lessons to release staff for professional development opportunities and to cover for short-term absences. These posts would appeal to individuals who are self-directed and have good interpersonal skills.

The post is a full time permanent post with a start date of September 2018.

The closing date for applications is Friday 15th June 2018 at 1.00pm

The role of Cover Supervisor is one which has evolved over recent years. The primary role of our Cover Supervisors is to deliver pre-prepared lessons to classes whose teacher is involved in other activities or who is absent. When not actively involved in lesson the Cover Supervisors complete work to support students or the day to day running of the academy.

Due to current members of the team, either progressing to teacher training, teaching posts or retiring, this is an exciting opportunity to form a new team with the ability to continue the provision of high quality support across all areas of the academy.

The role of the Cover Supervisor is vital, ensuring lesson continuity and providing students with a person familiar with school procedures and policies.

An initial training programme is designed to provide a broad range of knowledge and experiences including details of school policies and procedures, behaviour management techniques, teaching and learning styles, health and safety and first aid. This will then be followed by regular staff development throughout the year.

Appointments are made subject to an enhanced Disclosure & Barring Services check.

We believe the academy is a vibrant, pleasant and friendly place to work. There is great cohesion amongst colleagues and a strong ethos of cooperation amongst teams of both teachers and support staff. We are a successful academy and are ambitious to become the region's best-performing school.

I look forward to receiving your application.

John Naylor
Associate Principal
May 2018

Job Description

The successful candidate will be expected to carry out the following tasks and may, in addition, be allocated specific responsibilities after discussion with the line manager.

Curriculum Issues e.g.

- supervise classes and deliver pre-prepared lessons when staff are involved in professional development activities and to cover short-term absences
- Invigilation of examinations
- Set appropriate and demanding expectations of achievement and behaviour
- Implement school policies and procedures
- Participate in educational visits as required

Student Support

- Encourage and motivate students to maximise their learning potential
- Liaise with Form Tutors regarding student behaviour and/or progress
- Monitor attendance within the lesson

Training Issues

- Attend and participate in all training sessions
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the academy and the professional development of the staff.

The Cover Supervisors are line-managed by the Assistant Principal.

Appointments to the service of Brinsworth Academy shall be subject to satisfactory completion of a period of probation of six months. This rule of probationary service shall not apply to an offer transferred from the service of another Authority or from any other school accepted by the employing Authority as appropriate to this post.



Person Specification

	Criteria	How assessed *
Relevant Experience	ESSENTIAL: Experience of working with young people	AF/I/R
Education and Training	ESSENTIAL: Good standards of educational success at 16 and at 18	AF
	ESSENTIAL: Level 2 English and Maths or equivalent	AF
	DESIRABLE: Education to degree level	AF
	DESIRABLE: ICT capability level 2 or above	AF
	DESIRABLE: First Aid qualification	AF
	DESIRABLE: GCSE (or equivalent) English and Maths at Grade B or above.	AF
Knowledge and Skills	ESSENTIAL: Highly motivated with excellent communication and interpersonal skills	AF/I/R
	ESSENTIAL: Flexibility and enthusiastic approach to work	AF/I/R
	ESSENTIAL: Can work independently and as part of a team	AF/I/R
	ESSENTIAL: As part of the interview process your ability and state of knowledge with regards to issues of safeguarding and promoting the welfare of children will be assessed.	AF/I/R
	DESIRABLE: Knowledge of current educational initiatives	AF/I/R
	DESIRABLE: Willingness to develop new skills	AF/I/R
Additional Factors	ESSENTIAL: A commitment to the values and vision of Brinsworth Academy	AF/I
	ESSENTIAL: A desire to help students learn	AF/I
	ESSENTIAL: A view that all students can achieve success	AF/I
	ESSENTIAL: Ability to form and maintain appropriate relationships and personal boundaries with children and young people	AF/I

* A – Application form; R – Reference; I – Interview; C – Certificates



Brinsworth Academy's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our academy.

Application forms and all supporting information can be downloaded from the Academy website: www.brinsworthacademy.org.uk

Completed applications should be returned either by post to: Caroline Fullelove, HR at Brinsworth Academy, Brinsworth Road, Brinsworth, Rotherham, S60 5EJ or by email to hr@brinsworth.rotherham.sch.uk

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face.

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