



**Cover Supervisor**  
**City of Derby Academy**  
**Permanent**  
**37 hours per week, 39 weeks per year**  
**Scale 5 £26,421 - £28,770 FTE (£22,821 - £24,850 pro rota)**

QEGSMAT are seeking to appoint an enthusiastic Cover Supervisor to join our hardworking and high achieving team at City of Derby Academy.

The role of Cover Supervisor is to supervise the learning in classes where the normal classroom teacher is absent. Our Cover Supervisors are a vital part of our school community as they ensure the continuity of learning and stability for our students. Cover Supervisors will be able to form positive relationships with students and direct learning in all subject areas.

We serve a very diverse community with over 30 home languages. The school's vision is "improving the life chances of all students". Moreover, we continually strive to develop our students' character through our core values of Respectful, Responsible and Ready to Achieve, which underpin everything we do, every day.

Our most recent Ofsted inspection (March 2024) recognised our strengths and sustained journey of improvement, our caring ethos, and the strong relationships that exist between our respectful, polite and loyal students and our staff (who overwhelmingly enjoy working at CODA and whose well-being and workload are prioritised by leaders).

City of Derby Academy is also a proud member of QEGSMAT. At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

**Why work for us?**

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.

- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.68% for support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450, further details about our school can be found on our website: <https://www.cityofderbyacademy.org/>

To apply for this position, please visit <https://qegsmat.face-ed.co.uk/vacancies>

**Closing date for applications: Sunday, 12<sup>th</sup> May 2024**

**Interview date: TBC**

**Salary: Scale 5 £26,421 - £28,770 FTE (£22,821 - £24,850 pro rota)**

**Potential Start date: ASAP**



## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Cover Supervisor</b>
<b>Reporting to:</b>	<b>Assistant Headteacher</b>
<b>Responsible for:</b>	<b>Supervising learning in the absence of a class teacher</b>
<b>Scale:</b>	<b>Scale 5 £26,421 - £28,770 FTE (£22,821 - £24,850 pro rota)</b>
<b>Disclosure Level:</b>	<b>Child Workforce - Enhanced, Childs Barred list</b>

### **PURPOSE OF THE POST:**

#### **Purpose:**

- Supervise a prepared lesson in the absence of a class teacher ensuring that in doing so the students learning and progress is continued and maintained.
- Provide clerical and administrative support to departments.

### **Main Duties**

#### **Duties and Responsibilities:**

- In the absence of a teacher, provide leadership and supervision of and be solely responsible for a class of students during lesson time;
- Promote positive behaviour for learning of students to maintain a calm working environment, including implementation of the school's policy; rewarding students where appropriate.
- Report back, as appropriate, on the behaviour of students during lesson time and on any arising issues, or rewards to the Curriculum Leader.
- Provide classroom management to classes in the absence of a teacher (for up to a maximum of 10 consecutive days for the same teacher, including the first 3 days of absence).
- Establish positive relationships and communicate with other relevant professionals, in liaison with the class teacher, to support student learning and progress.
- Communicate the work set by the class teacher to the students and ensure that students are aware of the teacher's expectations during the course of the lesson with regard to learning and progress – including the homework set and any other extension/enrichment tasks.
- Motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively with others to ensure that students are engaged on the set task.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Collect completed work after the lesson and return it to the class teacher as appropriate.
- Contribute to the administration and delivery of examination assessments.
- Invigilate examinations and be available for duties at break and lunch.
- Accompany teaching staff and students on educational visits.

- Collate a bank of supervision work for subjects at KS3 and KS4 in liaison with the relevant Curriculum Leader. Cover and supervision work should be set by the Department.
- Be aware of, uphold and contribute towards the development of the school's policies and procedures.
- Participate in appropriate school-based meetings and training activities.
- Support a department with administration duties, e.g. displays etc, when not required for cover during the working day.
- Contribute to departmental improvements when it is appropriate.
- Support "day to day" supply staff in locating work and help to orient.

## **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



### Person Specification - Cover Supervisor

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>· GCSE qualifications Grade A-C or equivalent including English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>· HLTA – High Level Teaching Assistant</li> <li>· First Aid qualification/ commitment to gain within first 3 months.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
Experience		<ul style="list-style-type: none"> <li>· Some experience of working in education and supporting children in a classroom environment.</li> <li>· Experience of both KS3 and KS4 settings.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Selection process</li> <li>References</li> </ul>
Skills	<ul style="list-style-type: none"> <li>· Effective organisation and communication skills.</li> <li>· Ability to consistently and effectively implement whole school behaviour management policy</li> <li>· Knowledge of the strategies that recognise and reward effort and achievements, as appropriate to the age and development of students.</li> <li>· Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task.</li> <li>· Ability to monitor the students' response to the learning activities as agreed with the teacher to achieve the intended learning outcomes.</li> <li>· Ability to offer constructive feedback to students to reinforce self-esteem.</li> </ul>	<ul style="list-style-type: none"> <li>· Ability to communicate with other professionals and parents</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Selection process</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>· Ability to work effectively and supportively as a member of the school team.</li> <li>· Ability to work within and apply all school policies e.g. behaviour management, child protection, health &amp; Safety, Equal Opportunities, etc.</li> </ul>		
Knowledge	<ul style="list-style-type: none"> <li>· Good ICT skills.</li> <li>· A commitment to safeguarding and promoting the welfare of children and young people</li> <li>· Awareness and adherence to relevant Health &amp; safety regulations and a commitment to equality of opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>· Knowledge of SEND/ strategies for working with ASD students</li> </ul>	<p>Application form</p> <p>Selection process</p> <p>References</p>
Personal qualities	<ul style="list-style-type: none"> <li>· Willingness to take part in further training opportunities</li> <li>· Ability to establish positive relationships with students and staff.</li> <li>· Ability to demonstrate active listening skills.</li> <li>· Ability to maintain confidentiality on all school matters.</li> <li>· Patience, good sense of humour</li> <li>· Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>· Ability to communicate with other professionals and parents</li> </ul>	<p>Application form</p> <p>Selection process</p> <p>References</p>

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_