Beacon Academy Trust

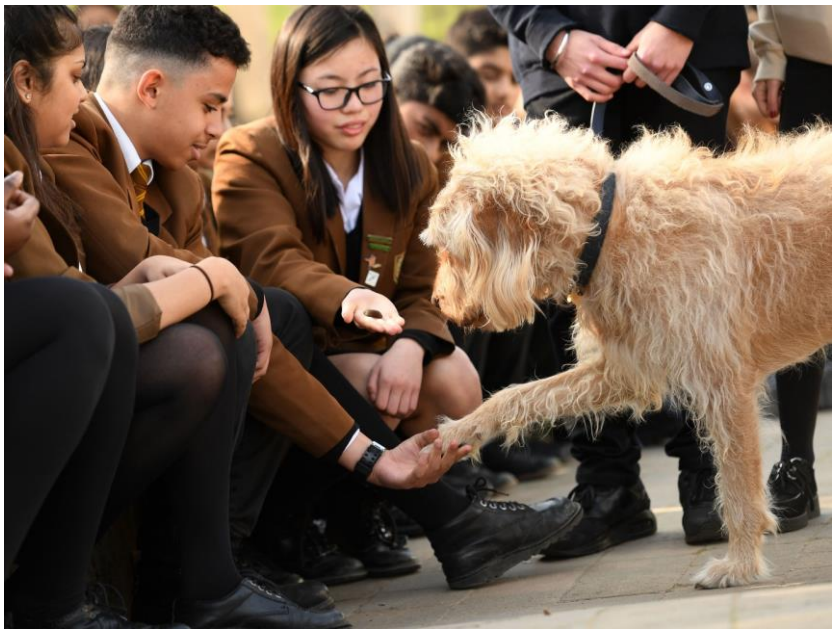
A COMPELLING VISION FOR SUCCESS

Education, training, skills and employment services on one campus to raise standards in education for ALL

The Forest Academy

TOGETHER FOSTERING ACHIEVEMENT

Cover Supervisor



Thank you for expressing an interest in becoming a Cover Supervisor

Beacon Academy Trust
A COMPELLING VISION FOR SUCCESS

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THE FOREST ACADEMY
TOGETHER FOSTERING ACHIEVEMENT

Salary Range: LBR Scale 4 – 5, Points 18-25, £22,377 - £25,811 Full Time Equivalent

Working Pattern: 36 hours/week, 44.26 weeks/ year (Term time only)

Actual Salary: £18,995.13 - £21,910.14

Required: As soon as possible

We are seeking to appoint a Cover Supervisor to work under the guidance of teaching staff to support students in and out of the classrooms. This role will suit a confident, team player who is considering a career in teaching and wants to gain some experience in a school prior to applying to train to be a teacher, potentially in our School Direct Programme. Experience of working with young people is preferred as this role will demand the skills and personal qualities needed to maintain a calm and orderly learning environment.

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

Keeping Children Safe in Education
BMAT – Safeguarding and Child Protection Policy

An Enhanced DBS (with list checks) is required for this post.

Further information and an application form can be found at www.beaconacademytrust.co.uk

Please forward your electronic applications to beasuccess@beaconademytrust.co.uk

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.

Role Description

Level of role

These posts will carry out a range of basic tasks that are well established and follow laid down processes but will have the opportunity to recommend changes or improvements to processes. They will have no supervisory responsibility other than helping/inducting less experienced staff in the work of the Trust. These posts will include customer facing roles.

The post holder is accountable for producing work that is free of error and within timescales.

Purpose of role

To maintain the quality of learning in lessons where the classroom teacher has set work, but is not able to be present

To supervise and manage the classes and support the students in completing the task during the short-term absence of teachers.

General duties and responsibilities

- To be responsible for a class of students in lesson time with due regard for their health & safety and the school's high expectations and work ethos
- To give instructions for lessons as provided by a teacher
- To maintain good behaviour of pupils in line with the school's behavioural policy arrangements and ensure that they remain on task
- To supervise and, where possible, support pupils in their class work or learning activities ensuring that the work set is undertaken with due regard to the time allocated
- Liaise with teaching staff regarding work set in the class and pastoral staff as appropriate and provide objective and accurate feedback to teachers on the conduct of the lesson
- To support the use of ICT and make appropriate use of all equipment and resources
- To participate in educational visits.
- To cover registration as required
- To undertake any related record keeping and administrative tasks
- Contribute to the academic success of the school
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Attend and participate in relevant meetings, training and other learning activities and performance development as required
- Be aware of and comply with all BMAT policies and procedures including child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care and promote the inclusion and acceptance of pupils within the classroom
- Duties and responsibilities of the post may change over time as requirements and circumstances change

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.

Technical and Behavioural Criteria

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications		
1. NVQ 3 or equivalent qualification	**E**	**A**
2. Degree	**E**	**A**
3. Good numeracy/literacy skills	**E**	**A**
4. Further professional qualifications	**D**	**A**
Experience/Knowledge		
5. Worked in a school environment	**E**	**A/I**
6. Worked with young people	**E**	**A**
7. Successful teaching/mentoring/instructing outcomes	**E**	**A/I/R**
8. Use of relevant equipment/resources	**E**	**A/I/R**
9. Work constructively as part of a team and work independently	**E**	**A/I**
10. Experience of improving a school's results to achieve outstanding levels of student performance	**D**	**A/I**
Skills and Attributes		
11. Excellent communication: with children and young people and have an understanding of safeguarding and promoting the welfare of young people	**E**	**A/I**
12. Flexible and approachable	**E**	**I/R**
13. Be willing and able to undertake a wide range of duties as required	**E**	**A/I**
14. Able to adapt and embrace change	**E**	**A/I/R**
15. Ability to find innovative solutions to problems/issues	**E**	**A/I/R**
16. Ability to relate well to staff, students', parents and public	**E**	**A/I/R**
17. Ability to work cooperatively as a positive team member and leader	**E**	**A/I/R**
18. A positive, "can-do" approach with colleagues and students	**E**	**A/I**
The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.		