

INVICTUS

Education Trust

CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!

Job Description

JOB TITLE:	Cover Supervisor
DEPARTMENT:	Wombourne High School
GRADE:	Grade 5, SCP 7-11
REPORTING TO:	Assistant Headteacher
RESPONSIBLE FOR:	In line with organisation structure
LIASING WITH:	CEO, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team

Main Purpose

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short-term absence of teachers.

Main Duties

Strategic Leadership

- Supervise work that has been set in accordance with the school policy
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Respond to questions from pupils about process and procedures.
- Assist pupils to undertake set activities as appropriate.
- Deal with any immediate problems or emergencies according to the schools policies and procedures.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.
- Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils.
- Attend and participate in meetings
- Participate in training and other learning activities as required.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of hours learning activities
- Supervise pupils on visits, trips and out of school activities as required.

Professional Development

- Ensuring good practice is shared within the Year team and contributing to sharing this good practice across the school;
- Supervising and supporting the work of staff to promote high standards and involving all staff in the developmental work of the area;
- Ensuring that Newly Qualified Teachers and trainee students are mentored in line with National Standards (if required) and new staff are supported in their induction to the school;
- Participation in performance management in line with statutory requirements;
- Assessing through discussion with area staff their specific training needs;

Staffing and Resources

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection



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- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Other Professional Requirements

- Establish and maintain regular communication in the Trust
- Attend professional meetings as required
- Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to School Improvement
- Attend organisational meetings as and when required
- Actively engage in the Trust's appraisal process
- Take part in the Trust's staff development programme
- Work as a part of a team and positively contribute to effective working relationships
- Take part in Trust events as directed by the CEO

Other Specific Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary



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Support For The Trust

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Safeguarding Requirements

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: Keeping Children Safe in Education, 2024

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website. <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



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Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Very good numeracy and literacy skills and effective written and oral skills	NVQ Level 3 or other appropriate equivalent qualification or experience
EXPERIENCE	<p>Demonstrable experience of working with or caring with children of a relevant age.</p> <p>Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.</p> <p>Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.</p> <p>Understanding of the principles of child development and learning processes. Experience of supporting teaching staff in the development and education of pupils.</p>	
SKILLS AND KNOWLEDGE	<p>Ability to use relevant technology e.g. computer/ keyboard/photocopier/video.</p> <p>Demonstrate good numerical and verbal reasoning skills and literacy skills e.g. by qualification or testing with the ability to produce documentation to a high standard.</p> <p>Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.</p>	
PERSONAL QUALITIES	<p>A knowledge of Equality & Diversity issues. Ability to understand and relate well to children and adults</p> <p>Able to work constructively as part of a team, understanding school roles and responsibilities and own position within these.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>To comply with the Schools commitment to the protection and safeguarding of children.</p>	
FLEXIBILITY	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust	



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