



HAILSHAM COMMUNITY COLLEGE  
ACADEMY TRUST

*'Be the very best you can be'*

# Cover Supervisor

# APPLICANT INFORMATION PACK



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## **Cover Supervisor**

**Please find enclosed:**

- **Letter from the Head of School**
- **Job Description**
- **Person Specification**





# HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

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Dear Applicant

Thank you very much for your enquiry for the post of Cover Supervisor at our College. We hope that you will decide to apply for the opportunity to play a key role in the development of education in Hailsham and we hope that the information below will be helpful to you.

If you do not know Hailsham, you will find it a pleasant market town. The social structure of the town is a wide one and representative of South East England. A great deal of new housing development has taken place in recent years, so a lot of new people have come into the town. The large and vibrant towns of Eastbourne and Brighton are only a few miles away and some of the most spectacular scenery in England is on the doorstep.

Hailsham Community College has been on an incredible journey over the past few years. We made an application in early 2012 to the Department for Education to become a converter Academy. As a result of our successful application, we became Hailsham Community College (Academy Trust) with effect from 1 August 2012. We are now entering a new phase of development, with the college predicted to grow substantially over the coming years.

In the early part of 2018, we were very fortunate to have been approached by the Local Authority to provide a new primary and nursery provision within the town to commence from September 2019, opening a brand-new school approximately a mile from the current Secondary site, thus extending the designation of the Trust to a 2-19 all-through school.

The college motto, 'Be the very best you can be!' is very simple but encapsulates everything we believe in for the entire college community, students and staff alike.

You will find our values and principles put into practice in a busy, cheerful community based on friendly relationships; the atmosphere is positive and full of purpose and endeavour. Our focus is on learning; we take pride in nurturing and supporting the personal, social and academic development of each individual.

The college underwent inspection by Ofsted on 1 March 2017 and was judged to be 'good' throughout. Since then, our mission has been to progress from 'good' to 'outstanding'.

We hope that you will decide to apply. We have always actively encouraged candidates to visit the College prior to completing an application form. If you would like any further information or would like to arrange a visit, please telephone to speak to Joelle Woodhouse, HR Manager.

If you do apply and wish to know if your application has been unsuccessful, we regret it will be necessary to enclose a stamped addressed envelope.

I hope to have the pleasure of meeting you soon.

Yours sincerely

A handwritten signature in black ink that reads "C. Findlay". The signature is written in a cursive style with a small dot over the 'i' in "Findlay".

Claire Findlay  
Acting Associate Principal



# HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

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## Job Description

<b>Job Title:</b>	Cover Supervisor
<b>Grade</b>	Single Status Grade 4
<b>Contract</b>	32.5 hours per week – Term time
<b>Line Managed by:</b>	HR Manager
<b>Date:</b>	April 2019

### Job Purpose

- In the absence of the class teacher, to work as a Cover Supervisor under the supervisory arrangements established by the College, managing the classroom ensuring that students remain on task with the work they have been set.

### Key Accountabilities

- To have an oversight of learning whilst providing whole class supervision in the absence of the class teacher.
- To work within the team of Cover Supervisors and liaise with all staff as appropriate.
- To manage the learning environment and resources.

### Key Tasks

Undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher

- To communicate the work set by the class teacher to the students
- To follow all instructions as directed by the class teacher on the cover form
- To set independent and extended learning tasks previously prepared by the teacher
- To gain experience across all departments
- To develop curricular knowledge as required by the college in order to specialise in subject areas as required
- To observe health and safety regulations
- To promote positive student behaviour and conduct
- To apply the college's behaviour management policy and

	<p>report any difficulties to the class teacher/curriculum leader</p> <ul style="list-style-type: none"> <li>• To ensure students are focused and on track on the work that has been set</li> <li>• To return work to the class teacher</li> <li>• To liaise with Teaching Assistants during cover lessons</li> <li>• To oversee the use of books and equipment and to ensure that the classroom is left in good order</li> <li>• To undertake registration and to supervise activities set by the class teacher as required</li> </ul>
Undertake administration tasks and record keeping	<ul style="list-style-type: none"> <li>• To use the SIMS system to record lesson attendance, behaviour records and rewards</li> </ul>
Work as a member of the team	<ul style="list-style-type: none"> <li>• To attend college/department meetings to contribute to the discussions about individual students as and when required</li> <li>• To attend college assemblies as required</li> <li>• To take part in training offered by the college to further knowledge</li> <li>• To abide by and work towards all the policies within the college</li> </ul>
Assist the teaching staff in specific curriculum subjects	<ul style="list-style-type: none"> <li>• When not required for cover supervision, cover supervisors will be directed to work within a subject area to work with small groups or to assist the subject teacher and department</li> </ul>
Exam Invigilation	<ul style="list-style-type: none"> <li>• To invigilate examinations following the exam invigilator guidelines</li> </ul>
Assist on college trips and with supervision duties	<ul style="list-style-type: none"> <li>• To accompany teaching staff on educational visits and supervise a group of students</li> </ul>
General	<ul style="list-style-type: none"> <li>• To carry out any other tasks as required</li> <li>• Maintain a tidy and professional working environment</li> <li>• To carry out the above duties in accordance with college Policies and Guidelines</li> <li>• To support break and lunch duties</li> </ul>
<p><i>This job description sets out the duties of the post at the time it was prepared. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a regrading of the post.</i></p>	

## Person Specification

**Job Title:** Cover Supervisor

**Line Managed by:** HR Manager

**Date:** April 2019

		Essential	Desirable (Developmental)
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 2 for Teaching Assistants or equivalent</li> </ul>		✓
	<ul style="list-style-type: none"> <li>GCSE Maths and English or equivalent</li> </ul>	✓	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>A good standard of education, particularly in English and Mathematics</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>An interest or specialism in a curriculum subject area</li> </ul>		✓
	<ul style="list-style-type: none"> <li>Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the college</li> </ul>		✓
	<ul style="list-style-type: none"> <li>Knowledge of literacy development</li> </ul>		✓
	<ul style="list-style-type: none"> <li>Knowledge of SEN Code of Practice</li> </ul>		✓
	<ul style="list-style-type: none"> <li>Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance appropriate to the age and development stage of the students.</li> </ul>		✓
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with young people</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Experience of working in education</li> </ul>		✓
	<ul style="list-style-type: none"> <li>Experience of supporting students in a classroom environment</li> </ul>		✓

	<ul style="list-style-type: none"> <li>• Experience of using Information Technology to support students in the classroom e.g. Microsoft office</li> </ul>		✓
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to use language and other communication skills that students can understand and relate to</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to be adaptable to changing circumstances</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to show resilience and versatility</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to establish positive relationships with students and empathise with their needs</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to demonstrate active listening skills</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to assist in the recording of lessons and assessment as required by the class teacher</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to consistently and effectively implement agreed behaviour management strategies</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the student to stay on task</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to monitor the students' response to the learning activities and where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to carry out and report on systematic observations of students' knowledge, understanding and skills</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to offer constructive feedback to students to reinforce self-esteem</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to work effectively and supportively as a member of the staff team</li> </ul>	✓	

	<ul style="list-style-type: none"> <li>• Ability to work within and apply all college policies and guidelines, e.g. Behaviour Management, Child Protection, Safeguarding, Health &amp; Safety, Equal opportunities</li> </ul>	✓	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Have an open minded, positive “can do” attitude.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to use own initiative</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to demonstrate commitment to Equal Opportunities</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Willingness to maintain confidentiality on all school matters</li> </ul>	✓	