

### Cover Supervisors

**Salary: Scale 5 £20,253-£22,212 (Pro rata – term time only)**

**Required: January 2020**

Ormiston SWB Academy is a vibrant, successful 11-19 Academy. We are massively oversubscribed and have world class facilities, highly professional staff and students who are keen to learn. The post-holder will have the opportunity to work in a dynamic operations/resources team who support the work of the Academy in a proficient and professional way.

We are looking to appoint two outstanding Cover Supervisors to oversee cover across the Academy and be part of all aspects of Academy life. We are looking to develop a team who will work with the Cover Manager to provide class cover and supervision for students. The role involves supervising classes during the short term absence of a teacher; small group supervision; classroom and curriculum administrative support; accompanying students on visits and supervision of students at social times. You must have good interpersonal skills, be trustworthy, reliable, punctual and confident. A suitable degree and a potential desire for future teacher training is welcomed, although not essential.

Further details are available from Luke Green (HR Administrator) via the contact details below or by email to: [lgreen@oswba.co.uk](mailto:lgreen@oswba.co.uk)

**SWB Academy is committed to safeguarding procedures and all successful applicants will undergo an Enhanced Disclosure and Barring Service check prior to appointment. This post is exempt from the Academy's policy on relocation and job share.**

#### **Closing Date for Applications**

- Friday 18<sup>th</sup> October 2019 09.00

Interviews are scheduled to take place shortly after the closing date

Please note we will not accept CVs for this post. All applications should be made using an official Academy application form along with a covering letter.

#### **Ormiston SWB Academy**

**Address: Dudley Street, Bilston, Wolverhampton, West Midlands, WV14 0LN**

**Tel: 01902 493797**

**[www.ormistonswbacademy.co.uk](http://www.ormistonswbacademy.co.uk)**

## Job Description



<b>Job title</b>	Cover Supervisor
<b>Hours/Weeks per year</b>	37 hours per week (term time only pro rata)
<b>Responsible to</b>	Cover Manager
<b>Salary</b>	Scale 5 £21,589-£23,836

### Job purpose

- To ensure that students receive high quality teaching and learning in the absence of their usual class teacher.
- To promote outstanding behaviour throughout the Academy.

### Job role

- a) To arrive punctually to lessons and remain in the classroom while students are in the Room.
- b) To follow recognised routines as set out by the Academy
- c) To register the class and take appropriate action regarding lateness and punctuality.
- d) To facilitate students' learning through delivering material prepared by teachers, and to supervise students whilst they follow work which has been set.
- e) Manage the behaviour of students whilst they are undertaking work to ensure a constructive learning environment, following the Academy Behaviour Policy.
- f) To respond to questions from students.
- g) Dealing with any immediate problems or emergencies according to the Academy's policies and procedures.
- h) Collecting any completed work after the lesson and returning it to the appropriate teacher.
- i) To work co-operatively with other members of staff both departmentally and in the context of the whole school.
- j) To encourage a positive ethos and orderly learning environment within any classroom by treating students with respect and developing positive working relationships with the students
- k) Emphasising the value of good behaviour in the classroom and rewarding students where appropriate according to the Academy Behaviour Policy
- l) To attend meetings - Department, Year group, Parents Evenings etc as required.
- m) To perform duties as part of a Duty Team.
- n) To attend appropriate INSET to enhance subject knowledge, awareness of curriculum developments, classroom management skills etc, and whenever appropriate, share new knowledge and experiences with colleagues.
- o) To act as an exams invigilator if required.
- p) To support a form tutor during registration periods and in their absence to take the register.

# Personal Specification



## Education

- Good knowledge and understanding of relevant ICT packages, including the school's specialist software/equipment/resources
- Full working knowledge and understanding of range of relevant policies/codes of practice and awareness of relevant legislation

## Knowledge and Experience

- Good level of literacy and numeracy (Grade C or above in English and Maths)
- Some experience of classroom assistant work or voluntary work in a school or nursery (D)
- Some experience of admin work
- Experience of working with children

## Personal Attributes

- Enthusiasm for the role
- Ability to work as part of a team
- Good communication skills with adults and children
- High expectations of and high aspirations for our students