



**North East  
Learning Trust**

**Cover Supervisor**  
**Easington Academy**  
Applicant information pack

# **Cover Supervisor**

**Required September 2023**  
**Grade 3 SCP7 – SCP11**  
**£22,369 - £24,054 per annum FTE**  
**Actual Salary £19,318 - £20,773 per annum**  
**37 hours per week, term time only**

Easington Academy is a part of the North East Learning Trust and are seeking to appoint a Cover Supervisor to join our dedicated team.

At Easington Academy, students consistently achieve good GCSE results year-on-year and we are on a steady path of positive progress. In 2019 we were rated as 'Good' by Ofsted and we are now on a journey of excellence. Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day

## **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supported and effective governing body

## **We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

## **The successful candidate will:**

- Relevant experience of working in a school environment.
- Have excellent communication skills to build relationships with students
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

**Deadline: Friday 1<sup>st</sup> September 2023 12pm**

Interviews TBC

## How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Tracey Hann, [Tracey.Hann@easingtonacademy.co.uk](mailto:Tracey.Hann@easingtonacademy.co.uk) or by post to Tracey Hann, Support Services Manager, Easington Academy, Stockton Road, Easington, SR8 3AY. Please do not submit a CV unless it is to compliment your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

# Job description

<b>Post title:</b>	Cover Supervisor
<b>Responsible to:</b>	Head of School
<b>Responsible for:</b>	To provide a high-quality wellbeing service to young people.
<b>Salary Band:</b>	Grade 3 SCP7-11

## Job Purpose:

To be responsible for the efficient and effective supervision of students across different age groups and ability levels within the North East Learning Trust in a variety of settings as requested by Teachers.

To develop positive working relationships with students, teaching staff, other professionals and parents/carers, as well as promoting positive pupil behaviour and conduct at all times and working within the Academy's policies, procedures and ethos

## Duties and Responsibilities:

- To supervise students in the teacher's absence and communicate the work set by the class teacher to the students
- To work alongside the students keeping them on task, discussing work with them offering any support and advice.
- To manage student's behaviour whilst supervising, feedback any information from the lesson to the teacher regarding behaviour and any other important issues.
- To support the work of the SENCo and students with special educational needs as directed by the SENCo.
- To accompany staff on educational visits.
- To provide classroom support activities.
- To supervise homework after school club as required.
- To support/supervise lunchtime clubs as required.
- To act as an exam invigilator as and when required.
- To undertake school detention as and when required.
- To supervise students during break and lunchtimes as and when required.

## General

- You will attend any training courses relevant to the post, ensuring continual personal and professional development
- You will present yourself as a role model to pupils in speech, dress, behaviour and attitude
- You will be expected to maintain complete confidentiality of all information, data and material to which you have access to.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification Cover Supervisor

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• 5 GCSE Grade A* to C including English and mathematics (or equivalent)</li> <li>• Relevant experience of working within an educational environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Invigilating examinations</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Relevant experience of working in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a secondary school environment</li> <li>• Knowledge of behaviour management</li> <li>• Knowledge of Health &amp; Safety regulations</li> </ul>
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> <li>• Ability to establish good working relationships</li> <li>• Good communication skills, both oral and written</li> <li>• Ability to relate well to people of varying backgrounds in different situations and to promote their educational progress</li> <li>• Ability to undertake group work and one to one work with young people.</li> <li>• Knowledge of current issues and practices relating to work with young people</li> <li>• Computer literate with a working knowledge of ICT</li> <li>• Ability to use own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of Health and Safety standards, regulations and management systems</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Demonstrate integrity</li> <li>• Self-motivated</li> <li>• Flexible and adaptable approach to the working environment</li> </ul>	

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

**DBS:**

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.