

Cover Supervisor

Based at Beal High School - IG4 5LP

30 hours per week, 44.8 weeks per year

LBR Scale Grade 5 Scale Point 12-15, £27,807-£29,214 (pro rata value £19,910.40-£20,917.84) per annum

Required: September 2023

Benefits Include:

- Benenden Private Healthcare - as a taxable benefit – responsive medical care which may be extended to include family and friends
- Generous leave for full-time support staff
- Two weeks' full pay paternity leave
- Retained STPCD 2012 including automatic main scale progression for teaching staff
- 16% PPA minimum for teaching staff
- Access to Teachers or Local Government Pension scheme
- Busy Beacons - Access to an on-site, non-profit, term time only nursery for school staff (opening 2023-24)
- Staff forum
- A focus on staff well-being and welfare – Carnegie Gold Mental Health Award status
- 24/7 Employee Assistance Programme – 365 days a year helpline and additional support with legal, financial advice and counselling
- Investment in training and professional development including NPQs
- A range of career opportunities across the Trust
- Free access to a fully fitted on-site fitness suite on both campuses
- EV installation programme 2023
- Cycle to work shower facilities
- Team building and sports events to build cohesion and BMAT community
- Winter well-being holiday
- Free on-site parking
- Free hot drinks
- Access to 'Beacon Bargains' our online swap shop for staff to give away, sell and swap items between them

Beacon Academy Trust are currently seeking to appoint a dynamic and inspirational Cover Supervisor to work under the guidance of teaching staff to support students in and out of the classrooms.

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

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](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to recruitment@beaconacademytrust.co.uk

We are pleased to announce that Beacon Multi Academy Trust will be working alongside [Benenden Healthcare](#) in offering a Healthcare Plan to its employees. There is no obligation to opt into the healthcare plan, it is just part of our ongoing priority to support staff wellbeing across the Trust.

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.



Overall Responsibilities

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.

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 cover registration as required
- To undertake any related record keeping and administrative tasks
- 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.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications				
NVQ 3 or equivalent qualification	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good numeracy/literacy skills	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further professional qualifications	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge / Skills / Experience				
Worked in a school environment	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worked with young people	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Successful teaching/mentoring/instructing outcomes	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use of relevant equipment/resources	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work constructively as part of a team and work independently	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of improving a school's results to achieve outstanding levels of student performance	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attributes				
Excellent communication: with children and young people and have an understanding of safeguarding and promoting the welfare of young people	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Flexible and approachable	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Be willing and able to undertake a wide range of duties as required	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Able to adapt and embrace change	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to find innovative solutions to problems/issues	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to relate well to staff, students', parents and public	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to work cooperatively as a positive team member and leader	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A positive, "can-do" approach with colleagues and students	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>BMAT is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.</p> <p>Enhanced DBS Disclosure is required for this post.</p>				

