

# INVICTUS

Education Trust

## CANDIDATE INFORMATION PACK



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

# Job Description

<b>JOB TITLE</b>	Cover Supervisor
<b>ESTABLISHMENT</b>	Ellowes Hall Sports College
<b>GRADE</b>	Grade 5, SCP 7-11
<b>REPORTING TO</b>	Assistant Headteacher
<b>RESPONSIBLE FOR</b>	In line with organisation structure
<b>LIASING WITH</b>	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.
- 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.



#### 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

- 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
- 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



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- 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 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.
- Take an active role in school events such as open evenings, school proms, school productions, this will include SLT duties, H&S responsibilities, managing and coordinating events etc.
- Any reasonable task as directed by the CEO/DCEO. Any tasks which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include deployment to other departments, to include cover for absent colleagues and/or relocation to areas of need.
- 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.

## **Support For the Trust**

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## **Safeguarding Requirements**

The postholder will be expected to share the school's commitment to safeguarding and promoting the welfare of children and young people.

In line with Keeping Children Safe in Education 2025, and as part of our recruitment process, the Trust will carry out an online search on all shortlisted candidates. This is to help identify any incidents or concerns that are publicly available which may pose a safeguarding risk or bring the



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Trust into disrepute. Any such findings will be shared with the recruitment manager and may be discussed at interview.

We are deeply committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. All required pre-employment checks will be undertaken, and offers of employment are subject to satisfactory outcomes. These include an enhanced DBS check with Children's Barred List information, identity checks, online checks, and verification of professional qualifications and references. Further details are available in [Keeping Children Safe in Education 2025](#).

This role involves regulated activity and is therefore subject to:

- An Enhanced DBS Check including the Children's Barred List
- Verification through the DfE's Check a Teacher's Record (for applicable roles)

It is a criminal offence to apply for this role if you are barred from working with children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended). Certain convictions or cautions are considered 'protected' and need not be disclosed. Guidance on disclosure is available on the Ministry of Justice website: [Rehabilitation of Offenders Act 1974](#)

For information on the filtering of cautions and convictions, visit the DBS Filtering Guidance: [DBS Filtering Guidance](#)

As a Trust, we are committed to ensuring that during all stages of recruitment and selection, no applicant is disadvantaged or discriminated against based on any protected characteristics under the Equality Act 2010.



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## Person Specification

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Very good numeracy and literacy skills and effective written and oral skills</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3 or other appropriate equivalent qualification or</li> <li>experience</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Demonstrable experience of working with or caring with children of a relevant age.</li> <li>Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.</li> <li>Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.</li> <li>Understanding of the principles of child development and learning processes. Experience of supporting teaching staff</li> <li>in the development and education of pupils.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Ability to use relevant technology e.g. computer/ keyboard/photocopier/video.</li> <li>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.</li> <li>Ability to use relevant technology and able to demonstrate</li> <li>knowledge and use a wide range of ICT systems and solutions to support learning.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



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<p><b>PERSONAL QUALITIES</b></p>	<ul style="list-style-type: none"> <li>• A knowledge of Equality &amp; Diversity issues. Ability to understand and relate well to children and adults</li> <li>• Able to work constructively as part of a team, understanding school roles and responsibilities and own position within these.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• To comply with the Schools commitment to the protection and safeguarding of children.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>SAFEGUARDING</b></p>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Knowledge of child protection and safeguarding policies and procedures.</li> </ul>	
<p><b>FLEXIBILITY</b></p>	<ul style="list-style-type: none"> <li>• To work flexibly to meet the needs of the Trust and its educational establishments. The holder of the post can be required to work in any location within the Trust.</li> <li>• Willing and able to travel regularly across the Trust or partnership schools.</li> <li>• Able to work flexibly to meet the demands of the role.</li> <li>• Willingness to represent the Trust in external forums, conferences or panels.</li> </ul>	

**This job description/person specification may be amended at any time in consultation with the postholder. Any changes will continue to reflect the school's commitment to safeguarding and promoting the welfare of children and young people.**



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