



## Cover Supervisor

**Queen Elizabeth's Grammar School**

**Permanent**

**37 hours per week, 39 weeks per year**

**Scale 5 12-17 £22,571 – £24,920 (£19,068 - £21,052 pro rata)**

QEGSMAT are seeking to appoint an enthusiastic Cover Supervisor to join our hardworking and high achieving team at Queen Elizabeth's Grammar School Ashbourne Academy. The successful candidate will have the ability to engage, enthuse and inspire students. This is an opportunity to work with an experienced department with an enthusiastic team of teachers.

The ethos and values of Queen Elizabeth's Grammar School are important to the staff, students, and local community; the successful candidate will promote and adhere to these values.

Queen Elizabeth's Grammar School Ashbourne Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce create exceptional results; they transform lives and transform futures. They support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

We are committed to providing first-rate training and development to all our staff within this evolving Trust. We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check and references received prior to the interview. Further information about our commitment to Safeguarding can be found – <https://www.qegsmat.com/documents/safeguarding>

To apply, please use the following link <https://www.qegsmat.com/current-vacancies/> to apply via TES

**Closing date for applications:** Wednesday 18<sup>th</sup> May 2022 at 09:00am  
**Interview date:** Wednesday 25<sup>th</sup> May 2022  
**Salary:** Scale 5 point 12- 17 (FTE £22,571 – £24,920)  
**Start date:** Provisional date Monday 6<sup>th</sup> June 22



<b>Post Title:</b>	Cover Supervisor
<b>Responsible to:</b>	Deputy Headteacher
<b>Scale:</b>	Scale 5 point 12- 17 (FTE £22,571 – £24,920)
<b>Weekly Hours:</b>	37
<b>Weeks Per Annum:</b>	39

**Core Purpose:**

- Supervise a prepared lesson in the absence of a class teacher ensuring that in doing so the students learning and progress is continued and maintained;
- Provide clerical and administrative support to departments;

**Duties and Responsibilities:**

- In the absence of a teacher, provide leadership and supervision of and be solely responsible for a class of students during lesson time;
- Promote positive behaviour for learning of students to maintain a calm working environment, including implementation of the school's policy; rewarding students where appropriate.
- Report back, as appropriate, on the behaviour of students during lesson time and on any arising issues, or rewards to the Curriculum Leader.
- Provide classroom management to classes in the absence of a teacher (for up to a maximum of 10 consecutive days for the same teacher, including the first 3 days of absence).
- Establish positive relationships and communicate with other relevant professionals, in liaison with the class teacher, to support student learning and progress.
- Communicate the work set by the class teacher to the students and ensure that students are aware of the teacher's expectations during the course of the lesson with regard to learning and progress – including the homework set and any other extension/enrichment tasks.
- Motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively with others to ensure that students are engaged on the set task.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Collect completed work after the lesson and return it to the class teacher as appropriate.
- Contribute to the administration and delivery of examination assessments
- Invigilate examinations and be available for duties at break and lunch.
- Accompany teaching staff and students on educational visits.
- To collate a bank of supervision work for subjects at KS3 and KS4 in liaison with the relevant Curriculum Leader. Cover and supervision work should be set by the Department.

- Be aware of, uphold and contribute towards the development of the school's policies and procedures.
- Participate in appropriate school based meetings and training activities.
- To support a department with administration duties, e.g. displays etc, when not required for cover during the working day.
- Contribute to departmental improvements when it is appropriate
- Support "day to day" supply staff in locating work and help to orient

## **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• GCSE qualifications Grade A-C or equivalent including English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>• HLTA – High Level Teaching Assistant</li> <li>• First Aid qualification/ commitment to gain within first 3 months.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children aged 11-16.</li> <li>• Experience of working in an office environment fulfilling a range of administrative duties.</li> </ul>	<ul style="list-style-type: none"> <li>• Some experience of working in education and supporting children in a classroom environment.</li> <li>• Experience of both KS3 and KS4 settings.</li> </ul>
<b>Knowledge, Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Effective organisation and communication skills.</li> <li>• Ability to consistently and effectively implement whole school behaviour management policy</li> <li>• Knowledge of the strategies that recognise and reward effort and achievements, as appropriate to the age and development of students.</li> <li>• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task.</li> <li>• Ability to monitor the students' response to the learning activities as agreed with the teacher to achieve the intended learning outcomes.</li> <li>• Ability to offer constructive feedback to students to reinforce self-esteem.</li> <li>• Ability to work effectively and supportively as a member of the school team.</li> <li>• Ability to work within and apply all school policies e.g. behaviour management, child protection, health &amp; Safety, Equal Opportunities, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of some areas of the National Curriculum</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Willingness to take part in further training opportunities</li> <li>• Ability to establish positive relationships with students and staff.</li> <li>• Ability to demonstrate active listening</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate with other professionals and parents</li> </ul>

	<p>skills.</p> <ul style="list-style-type: none"> <li>• Ability to maintain confidentiality on all school matters.</li> <li>• Patience, good sense of humour</li> <li>• Flexibility</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Good ICT skills.</li> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Awareness and adherence to relevant Health &amp; safety regulations and a commitment to equality of opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SEND/ strategies for working with ASD students</li> </ul>

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_