

Cover Supervisor

Reports to:	Vice Principal
Start date:	As soon as possible
Location:	Ark Kings Academy
Contract:	Permanent
Hours:	42 per week, term time only
Salary:	Ark Support Scale 6, Pay Points 19-26 (£19,446-24,105)
Deadline:	Monday 25 th February 2019 at 9:00am

In 2015, Ark Kings Academy was named as the most improved academy in the country, and was rated 'Good' in all areas by Ofsted in October 2016. This April, we were lucky enough to be moved into our brand-new school building (home to several impressive new facilities), and this has enabled us to continue our journey towards becoming a school of excellence.

At Ark Kings Academy, our goal is simple: we want every child to be well prepared academically and socially for university or the career of their choice. We work hard to achieve this for our students, and we work hard to help our staff achieve this too.

To support us with our continuing transformation, we are looking to recruit a Cover Supervisor to supervise classes during short-term absence of teachers.

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The Role

As Cover Supervisor, you will supervise whole classes during the short-term absence of teachers, giving instructions for the lesson and ensuring good order is maintained and all pupils are kept on task. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

Key Responsibilities

- Arrange cover following a teacher's absence
- Communicate, distribute and supervise work that has been set by the teacher
- Manage the behaviour of pupils whilst they work to ensure a constructive environment
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Organise detention duty and supervise detentions as required
- Promote positive values, attitudes and good behaviour, deal promptly with incidents in line with school policy and encourage students to take responsibility for their behaviour

- Promote the inclusion of all pupils within the classroom, being aware of and supporting difference, to ensure all pupils have equal access to opportunities to learn and develop
- Liaise with Heads of subject to provide support for the department when cover is not required
- Make appropriate use of equipment and resources, including ICT
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser
- Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to the relevant person, respecting confidentiality at all times
- Act as a role model and set high expectations of conduct and behaviour

Other

- Carry out any other reasonable tasks as directed by line manager.

Person Specification: Cover Supervisor

Qualification Criteria

- Right to work in UK
- GCSE Maths and English (Grade C) or equivalent
- Educated to degree level, desirable
- First aid training/qualification, desirable

Knowledge, Skills and Experience

- Good numeracy and literacy skills
- Good organisation skills and a flexible attitude towards work
- Good communication and interpersonal skills, enabling the effective building of relationship with staff and students
- High level of proficiency with Microsoft Office
- Good understanding of child/young people's development and learning processes, desirable
- Working knowledge of relevant policies and legislation. e.g. child protection, desirable
- Understanding of classroom roles and responsibilities
- Able to supervise students and establish a constructive and safe learning environment
- Able to help implement the necessary routines to establish good behaviour

Personal Characteristics

- Genuine passion and a belief in the potential of every pupil
 - Deep commitment to Ark's mission of providing an excellent education to every student, regardless of their background
 - Resilience, ability to adapt to change and work successfully in a team
 - Helpful, positive, patient and caring nature
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- Be reliable, punctual and well-presented
- Positive commitment to student achievement and staff development
- Able to take direction, make good judgments and take initiative when required

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS disclosure.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.
