



Cover Supervisor

Actual Salary: £18,306 - £19,070 including London Fringe

Hours per week: 35

Weeks: Term Time Only

Start Date: ASAP

We are looking to appoint an outstanding cover supervisor. The primary role will be to supervise lessons when a teacher is absent. Work will be set by the teacher and your role will be to ensure that pupils remain on task, complete the work and to maintain good order. You will need to be able to explain instructions to pupils and help them carry out the work set. This may involve some explanation. You will need to have the skills to work with groups of pupils or with individuals and experience of working in schools or with large groups of teenagers will be advantageous.

The ideal applicant will have:

- A commitment to deliver education to a high standard
- A passion to help every child achieve their full potential
- Be able to use own initiative and work as part of a team
- Have Maths and English GCSE with a minimum grade C
- Be patient, sensitive and an ability to foster good relationships

If you feel you have the right qualities and can make a difference to the next generation this role could be for you.

Application packs can be downloaded from our website www.kha-tkat.org. Completed application forms should be sent or emailed to Ms Jinks at sue.jinks@kha-tkat.org. Please note that CV's will not be accepted unless accompanied by a fully completed application form. Interviews will be held as soon as possible.

King Harold Academy is part the Kemnal Academies Trust (TKAT) which enables the schools and departments to work collaboratively. This provides an excellent support network and idea sharing platform across the trust as well as a wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy.

Safeguarding

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities

TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part time or on a flexible basis.

Deadline for Applications: 2nd February 2023

Interview: Week commencing: 6th February 2023



Job Description: Cover Supervisor

Name:

Responsible to: Deputy Headteacher

Band: ?

Responsible for

- Strategic planning and operational management of your responsibilities.
- To provide high quality cover lessons, and enable effective use of resources, and high standards of learning and achievement for students, within an atmosphere in which students feel challenged, valued and secure.
- Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).
- Act under the professional direction of teachers.
- Challenge Support and Inspire students in all aspects of the care and guidance that you provide

Purpose:

- To enforce the school's vision for learning through high expectations of behaviour and safety, including standards for discipline, attendance and punctuality
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

Key Responsibilities:

- To cover the classes allocated, and provide a well-planned, challenging and purposeful learning environment for students (the cover material will be provided)
- To support and participate in the development work of the Learning Support Team
- To support and carry out policies and practices to promote positive student behaviour and achievement within the framework of a school behaviour policy
- To undertake such other duties as reasonably required by the Headteacher
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.

Communications

- To communicate effectively with the parents of students, students, staff and other stakeholders effectively where required.
- To take part in marketing and liaison activities such as Open mornings, Parents Evenings, liaison events with partner schools etc. where required.



Staff Development and Wellbeing

- To take part in the school's CPD programme where appropriate
- To continue personal development including subject knowledge
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Care Guidance and Support

- To promote the general progress and well-being of individual students
- To apply the Behaviour for Learning policy so that effective learning can take place.

General Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
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- Such other duties as may be required by the Headteacher.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
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Health and Safety

- Have due regard for the school Health and Safety policy and any such issues particular to their subject.
- Follow school procedures for reporting Health and Safety incidents.
- Familiarise themselves with fire regulations and procedures.
- Have due regard for student safety and report any concerns to the appropriate school body.

Accountability and discretion

- To take and be accountable for all decisions made within the parameters of the job description

STANDARDS

- The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job



description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed:

_____ Post Holder

_____ Line Manager

_____ Head of School