



**North East  
Learning Trust**

**Cover Supervisor**  
**Bedlington Academy**  
Applicant information pack

# Cover Supervisor

## Required September 2022

Grade 3, SCP 7 – 11 £20,444 - £22,129 FTE actual salary is £18,038 - £19,525

### Term time plus one day, Permanent

Bedlington Academy is a part of the North East Learning Trust and are seeking to appoint a Cover Supervisor to join our dedicated team.

Bedlington Academy is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Bedlington Academy is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep.

Our vision is simple and shared by all schools in the North East Learning Trust- that every child experiences excellence every day.

#### We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

#### We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- 31 days annual leave entitlement
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

#### The successful candidate will:

- Hold a HLTA qualification (or equivalent).
- Have experience of supporting secondary school children in the classroom
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

#### Deadline: Tuesday 5 July

Interviews taking place week commencing 11 July 2022.

#### How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [jade.hutton@bedlingtonacademy.co.uk](mailto:jade.hutton@bedlingtonacademy.co.uk) or by post to Jade Hutton, Support Services Manager, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

# Job description

**Post title: Cover Supervisor**

**Responsible to: Support Services Manager**

**Salary Band: Grade 3, SCP 7 - 11**

## Job Purpose:

To work under the guidance of teaching/senior staff and within an agreed system, to supervise whole classes during absences of the class teacher. Staff involved in cover supervision will be expected to respond to students' questions and generally support students in learning activities in line with school policies and procedures.

## Duties and Responsibilities:

- To supervise and support students during the absence of a class teacher
- To manage student behaviour and promptly deal with any conflict or incident in line with school policy
- To monitor and evaluate student responses to learning activities against agreed, in order to provide the class teacher with accurate and objective feedback on student progress
- To use specialist skills or training to support students' learning
- To establish positive relationships with students
- To have challenging expectations that encourage students to act independently and build resilience
- To provide feedback to students in relation to progress and achievement
- To implement agreed teaching programmes, adjusting activities according to student responses and needs
- To support departments/activities as and when requested.

## General

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager

- To ensure own safety and safety of all others who may be affected by the Trust's business

### **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>HLTA qualification or equivalent qualification/experience</li> <li>5 GCSE's 9-5 (A*-C) or equivalent</li> <li>Excellent literacy and numeracy skills</li> <li>First Aid certificate (or willingness to undertake)</li> </ul>	<ul style="list-style-type: none"> <li>First degree or equivalent in a subject</li> <li></li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of support secondary age children in/out of the classroom</li> <li>Using ICT in the classroom</li> </ul>	
Aptitude and skills	<ul style="list-style-type: none"> <li>Ability to use learning technologies</li> <li>Ability to work within school policies and procedures</li> <li>Understanding of the principles of child development and the learning process</li> <li>Ability to work independently</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>Excellent interpersonal skills</li> </ul>	

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

