



North East
Learning Trust

WE'RE LOOKING FOR

A COVER SUPERVISOR

TO JOIN OUR TEAM

Cover Supervisor

Required as soon as possible

SCP 18 – SCP 21 (£18,870 - £20,541) actual salary £15,794 - £17,192
37 hours per week, term time only

We are looking for a dynamic and highly motivated Cover Supervisor who is passionate, motivated to providing high-quality supervision to whole classes during short term absences.

The ideal candidate will:

- provide support and guidance to students in learning activities
- provide high-quality supervision to whole classes during short term absences.
- be a good communicator with excellent interpersonal skills
- be a self-motivated and enthusiastic team-player
- contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

If you are passionate about the students with whom you work, have high expectations with regards to standards and behaviour and a commitment to ensuring that every student achieves their full potential, we look forward to your application. This appointment will be based in one of our Northumberland schools (Bedlington or Ashington Academy), however you may be required to work at both sites.

Deadline: Wednesday 3 April

Shortlisting will take place on Thursday 4 April 2019, with interviews week commencing 22 April 2019.

Visits to the school are warmly welcomed.

Please contact **Jade Hutton** on **01670 822625** to arrange a visit.

How to apply:

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 or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, Northumberland, NE22 7DS.

Job description

Responsible to:

Support Services Manager

Job purpose:

To work under the guidance of teaching/senior staff and within an agreed system, to supervise whole classes during short term 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.

Resources:

Finance: Ordering resources and equipment

Physical: Shared responsibility for school equipment and materials, security of student information

Clients: Students, staff, external bodies, parents/carers, school visitors, volunteers

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:

- To be a part of the Support Services team
- To undertake first aid duties and manage the flow of incidents as requested

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.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

Person specification

	Essential	Desirable
Knowledge and qualifications	<ul style="list-style-type: none"> • HLTA qualification or equivalent qualification/experience • Excellent literacy and numeracy skills • First Aid certificate (or willingness to undertake) 	
Experience	<ul style="list-style-type: none"> • Experience of support secondary age children in/out of the classroom • Using ICT in the classroom 	
Skills and competencies	<ul style="list-style-type: none"> • Ability to use learning technologies • Ability to work within school policies and procedures • Understanding of the principles of child development and the learning process • Ability to work independently • Excellent interpersonal skills 	

Any relevant issues arising from references will be taken up at interview.

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