



Part of
LEAP
Multi Academy Trust

Dinnington High School

Cover Supervisor/Lead
Cover Supervisor

Post Title: Cover Supervisor/Lead Cover Supervisor

We are currently looking to appoint a suitably qualified Cover Supervisor to join the school.

The successful candidate should be willing to commit to a programme of professional development that will prepare them to work in the classroom. The post would appeal to individuals who are self-directed and have good interpersonal skills.

We welcome contact to discuss this post, as well as visits to the school.

The post is permanent to start as soon as possible.

Salary: Band F/G dependent upon experience. Actual salary – Band F £22,965.95 to £25,561.04. Band G £26,455.72 to £28,498.29 for a Lead Cover Supervisor position. A potential recruitment and retention allowance for one year is available for the right candidate.

Hours: 37 per week, term time only. Extra weeks may be available for Lead Cover Supervisor position.

Closing date: 9am Monday 22nd April 2024.

The Department

The Cover Supervisor team is made up of 3 full time members of staff and 1 part time member. It is a friendly group of people who support each other on a daily basis with the rigors of the role, and any new member can expect the same amount of support and encouragement. The team have their own office with access to computers.

The role of Cover Supervisor is one which has evolved over recent years. The primary role of our Cover Supervisors is to deliver pre-prepared lessons to classes whose teacher is involved in other activities or who is absent. When not actively involved in lessons the Cover Supervisors complete work to support students or the day to day running of the school.

The role of the Cover Supervisor is vital, ensuring lesson continuity and providing students with a person familiar with school procedures and policies.

An initial training programme is designed to provide a broad range of knowledge and experiences including details of school policies and procedures, behaviour management techniques, teaching and learning styles and health and safety. This will then be followed by regular staff development throughout the year.

We believe the school is a vibrant, pleasant and friendly place to work. There is great cohesion amongst colleagues and a strong ethos of cooperation amongst teams of both teachers and support staff.

Job Description

To contribute to the supervision of classes across KS3 and KS4 during the short-term absence of the class teacher, where the primary focus will be to maintain good order and to keep students on task. In addition, this role also provides general school support, for example; the preparation of resources and displays, administration duties, and any other reasonable duty commensurate within the range and grade of the post.

Curriculum

- Supervise classes and deliver pre-prepared lessons set by the regular teacher in the case of short-term absence
- Provide brief feedback to the usual class teacher
- Set and maintain appropriate expectations of achievement and behaviour
- Implement academy policies and procedures with regard to behaviour, uniform and health and safety in the classroom
- Encourage students to learn
- Use rewards and referral systems appropriately
- Monitor attendance and punctuality within lessons
- Work with small groups of students on a particular task (if required)
- Develop resources
- Attend and participate in meetings (if required)
- Participate in educational visits as required

Student Support

- Take student registration to cover for absent form tutors
- Monitor students during breaks/lunchtimes and at the end of the school day
- When not involved in class cover, the post holder is required to work in a flexible manner to support the efficient and smooth operation of the school. This may include answering telephones, carrying out basic administration tasks, supporting the set up for events, displays etc.
- Maintain standards in the support of students, staff and visitors
- To maintain and create the school's visual displays, within classrooms and corridors.

Training Issues

- Attend and participate in all training sessions

General duties and responsibilities

- To appropriately maintain the confidentiality of the working environment
- Promote the aims of the school
- Support and maintain a positive working environment between colleagues across the school
- To undertake training as required
- To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures
- To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974
- To understand and comply with procedures for the emergency evacuation of the school
- The post holder will be expected to work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the Academy to enable students to achieve and reach their full potential. This is an outline job profile only to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

Responsibilities for Band G

- The pro-active management of the Cover Supervisor team to ensure the smooth running of this area of support services which may include the planning and delegation of daily activities.
- Complete performance management for designated members of the supervisor team including identifying and providing development and training as required to ensure their knowledge and skills are kept up to date
- Contribute to the planning, development and organisation of the cover supervisor systems, policies and procedures

Person Specification

| | Criteria | How assessed* |
|---------------------|---|---------------|
| Qualification | Literate and numerate | A/C |
| Experience | Experience of working with young people (paid or voluntary) | A/R |
| | Experience of supporting young people with their learning | A/R |
| Knowledge | Base knowledge of various categories of special educational needs (desirable) | A/I/R |
| | Good communication skills | A/I |
| | Empathy with students with special educational needs | A/I |
| | Professional manner/respect of confidentiality | I/R |
| | Highly motivated | I/R |
| | Excellent IT skills | A/R |
| | Proven ability to keep accurate records | A/R |
| | Flexibility to adapt to teachers' classroom/teaching styles | I/R |
| Personal Attributes | Good health and good attendance/punctuality | R |
| | A commitment to the philosophy of inclusion | A/I |
| | A commitment to the values and vision of Dinnington High School | I |
| | A view that all students can achieve success | I |
| | A commitment to the safeguarding and welfare of students | I |
| | Ability to form and maintain appropriate relationships and personal boundaries with children and young people | I |

* A – Application form; R – Reference; I – Interview; C – Certificates

Dinnington High School's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our school.

Completed applications should be returned either by post to: Dinnington High School, Doe Quarry Lane, Dinnington, Sheffield, S25 2NZ or by email to recruitment@din.leap-mat.org.uk

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face.



01709 828 383
info@din.leap-mat.org.uk