

Anything
is
Possible

Show
Respect



Ashby
School

Empowered to Learn

We are looking to
recruit a
Cover Supervisor

Grade 7

Required from
Easter 2025 or earlier if possible

Accept
Responsibility

Build
Resilience



LIFE
inspiration innovation integrity

Cover Supervisor

Grade 7, Points 11-14

Actual salary: £19,266 - £20211.69

32.5 hours a week, 38.4 weeks a year

Required from Easter 2025 or earlier if possible

Do you want a job that is fulfilling? Do you love and value supporting young people? Do you believe in the opportunity for every child to have the best possible opportunity to learn? Are you patient, tenacious, optimistic and a great communicator? Then Ashby School could be the place for you!

We are looking to expand our excellent team of Cover Supervisors to support students in the case of absence of their usual classroom teacher. We want to appoint an individual who can command respect, who understands how to communicate with young people, who is interested in being a learner and who works well as part of a team. We also seek to appoint someone who understands that this role is not always needed every lesson of every day and, as such, is willing to work with students in alternative capacities supporting learning in its broadest sense.

Cover Supervisor is also an excellent opportunity to start your journey into teaching. We believe that Ashby is a great place for students to take their next educational steps. We also believe it is an equally great place to consider your next steps into a role in education. Whether this is building experience for an application to train as a teacher or exploring whether education is a good fit for you, this role is offered in conjunction with a full suite of continuing professional development.

Hours of work are 8.30 am – 3.25pm Monday to Friday with 40 minutes unpaid lunch. This is for 38 weeks plus 2 training days. This is a permanent contract.

Completed application to be sent by Monday 24 February 2025, 9am



Job Description

Job Title	Cover Supervisor
Grade	Grade 7, Points 11-14 FTE £25998 - £27273 Actual - £19,266 - £20211
Hours and Weeks	32.5 hours a week, 38.4 weeks a year 8:30am-3:25pm including 40 minutes unpaid lunch

Personnel within this role are employed under the following Job Description and Person specification below. Details of specific roles are directed as necessary by the school.

Job Description

Overall	<p>All employees employed within this job description must be willing to:</p> <ul style="list-style-type: none"> • Provide small group sports coaching and education for identified students within and beyond the mainstream curriculum. • Take responsibility for groups or classes of students in the short-term absence of their usual teacher, primarily but not exclusively within PE and practical subjects. • Support the wider educational purpose of the school
School Culture	<p>Educators make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge and up-to-date teaching skills and are reflective; forge positive professional relationships; and work with parents in the best interests of their students.</p> <ul style="list-style-type: none"> • Contribute to a culture where students experience a positive and enriching school life. • Be proactive and positive in interactions with young people within and beyond the role and support students social times as need arises. • Work to establish a staff culture that promotes excellence, equality and high expectations. • Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
Job Description	<p>To take responsibility for groups or classes of students in the short-term absence of their usual teacher. In this context, the Cover Supervisor will be responsible for:</p> <ul style="list-style-type: none"> • supervising work that has been set in accordance with school policy; • liaising with teaching staff with regard to work set for a class; • managing the behaviour of students to ensure a constructive environment whilst undertaking work; • responding to any questions from students about process and procedure; • dealing with any immediate problems or emergencies in accordance with the school's policies and procedures; • collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader; • reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising; • Student registration of a class. • In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction. • To support the work of the curriculum areas. • Take part in whole school INSET activities to enhance job effectiveness.

	<ul style="list-style-type: none"> • Accompany students on trips, visits, and other educational activities. • Support the work of classroom teachers when not deployed directly covering a class. • Support and contribute to the development of an “activity bank” of resources. • Support and contribute to the creation and maintenance of classroom displays. • Invigilate internal and/or external examinations. • To support general school administration when demand for cover is low.
Conduct	<p>An educator is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout an educator’s career.</p> <ul style="list-style-type: none"> • Educators uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: • Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position • Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions • Showing tolerance of and respect for the rights of others • Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs • Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law <p>Educators must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities</p>

Person Specification

Essential	Desirable
<p>Great interpersonal skills. Ability to work effectively as part of a team. Level 2 qualifications in maths/numeracy and English/literacy. Effective ICT skills, particularly word, excel & outlook. Familiarity with an area of technical support. Knowledge of relevant health and safety procedures. Ability and willingness to undertake professional development. Empathy with young people and a desire to see them reach their potential regardless of barriers.</p>	<p>Experience of working in a school environment. Experience of technical/practical working. Technical qualifications pertinent to the role. Role specific ICT skills Awareness of child protection</p>



