



WE ARE ASTREA

Cover Supervisor

ASTREA ACADEMY SHEFFIELD  
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





## PEN LETTER FROM OUR PRINCIPAL, EMMA GLOVER

Dear Candidate,

We are delighted that you are interested in applying for this role at Astrea Academy Sheffield. This is a rare and unique opportunity to join us on our journey. We first opened our doors in September 2018 and are growing year on year. We are now looking for the next phase of exceptional professionals to join the team, particularly to strengthen our future sixth form offer.



It is key to understand the context of our academy. We are a city centre school, where we serve the local community of Burngreave. 52% of our scholars are disadvantaged, with 49% currently receiving Free School Meals. Scholars with SEN represent 21% of the cohort. The catchment area of the academy is within the 2.5% most deprived areas within the country. This is why we do what we do. Our vision is to provide an exceptional, knowledge-rich educational experience, which ensures all scholars succeed.

Since opening, we have grown rapidly each year, from under 200 scholars in the first year to now over 800. We are delighted to say we are the secondary school of choice in the area and we were significantly oversubscribed again for September 2021!

Our ground breaking campus is truly breath-taking. With the combination of a Grade II listed Primary Phase building and a brand new Secondary Phase building, there is a real physical heritage to our new school. With an investment in excess of £25 million, our facilities are cutting edge, including science and technology laboratories, modern classrooms, a 300-seat hall, 4G pitch, an underground sports hall, outside Amphitheatre and forest school learning area (to name a few). Our location is at the heart of a new learning community which will continue to grow as we forge these ever essential relationships with families and businesses in the area.

All staff and scholars live by our values:

- ★ ★ Scholarship – to be committed to advanced academic work
- ★ ★ Respect – to be kind, considerate and follow the rules
- ★ ★ Responsibility – to do what is morally right and make sensible decisions
- ★ ★ Curiosity - to be eager to learn and know more
- ★ ★ Tenacity – to be very determined and not to give up easily

This is a truly unique and once in a life time opportunity and we are seeking **exceptional** individuals who are able to offer the absolute best to enhance the life chances of scholars at Astrea Academy Sheffield.

We look forward to meeting you.

Yours sincerely,

**Emma Glover**  
Principal



# JOB DESCRIPTION

## SALARY

SCC Grade 6 – Scale point 21-26

(actual salary £22,711 – £26,087)

## CONTRACT TYPE

Permanent

## WORKING PATTERN

37 hours, Term Time Only + 1 week (5 INSET days)

## Purpose

The cover supervisor will supervise whole classes of scholars and ensure that work which has been set is completed in the absence of the teacher. The cover supervisor will provide cover for short-term absence of teaching staff so that an effective and tailored Academy policy in respect of cover is delivered.

## Key Responsibilities

- ★ Supervise work that has been set in accordance with the Academy policy so that teaching and learning continues
- ★ Liaise on a daily basis with the Assistant Principal (Curriculum & Assessment) to determine where the cover is required
- ★ Manage the behaviour of scholars whilst they are undertaking pre-set work to ensure a suitable environment exists for teaching and learning
- ★ Ensure a purposeful and constructive environment in which scholars can complete the work that has been set
- ★ Respond to any questions from scholars about processes and procedures
- ★ Encourage scholars to complete the work set and to complete records for absent colleagues regarding this work
- ★ Deal with any immediate behaviour problems including dealing with incidents in accordance with academy policies and procedures
- ★ Implement strategies to recognise and reward scholar achievements
- ★ Collect any completed work after the lesson and return it to the appropriate colleague
- ★ Report as appropriate on the behaviour of scholars during lessons and on any other relevant issues which may have arisen
- ★ Where appropriate to undertake the marking of scholars work before returning it to the absent colleague
- ★ Collate a bank of supervision work for subjects in liaison with curriculum leaders and to assist with planning learning activities
- ★ Where appropriate to prepare the classroom for lessons and to clear afterwards
- ★ Undertake administrative duties including administering course work, photocopying and producing worksheets for agreed activities
- ★ Assist scholars in using resources, e.g ICT
- ★ Participate in school visits, assisting with activities as required
- ★ Support the pastoral team, scholars, departments and administrators at time when not required for study supervision
- ★ Assist with the supervision of scholars outside lesson times, including scholar break and lunch times. These duties shall be undertaken within the post holder's contractual hours
- ★ Make day-to-day decisions in respect of the responsibilities of this post
- ★ Act as invigilator if needed during external examinations held in the academy
- ★ Other duties commensurate with the grade of the post as directed by the Principal

## Other Duties

- ★ Form positive professional relationships and work in partnership with colleagues throughout the Trust
- ★ Willingly engage with training as required by the Academy
- ★ Treat all aspects of the role with the strictest confidentiality



- ★ ★ Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to the Designated Safeguarding Lead.



# PERSON SPECIFICATION

## EXPERIENCE

- ★ Relevant experience in a similar role
- ★ Previous experience of working in a school (KS3/KS4)

## EDUCATION & QUALIFICATIONS

- ★ GCSE English & Maths grade C or above (or equivalent)

## SKILLS & KNOWLEDGE

- ★ Excellent written and oral communication skills
- ★ Good organisation and management skills
- ★ Demonstrate a willingness and enthusiasm for training and progression.
- ★ Able to communicate and relate well with colleagues and scholars in a polite professional and friendly manner at all times.
- ★ Able to work on own and with a team with little day to day supervision.
- ★ Be friendly and have a flexible approach to work
- ★ Be enthusiastic
- ★ Have a calm and confident manner
- ★ Demonstrate personal and professional integrity, including modelling Astrea values and vision
- ★ Commitment to promote and support the aims and value partners of Astrea Academy Sheffield
- ★ Effective time management
- ★ Commitment to young children, their families and the community.

### This is not exhaustive.

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*