

## **Job Description: Cover Supervisor**

<b>Reporting To:</b>	<b>Assistant Principal</b>
<b>Location:</b>	<b>Ark Charter Academy, Southsea</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>Full Time (36hrs p/w), Term Time Only</b>
<b>Salary:</b>	<b>Ark Support Scale 5 pay points 5-12 £21,575-£24,496 (£18,476-£20,978 pro rata)</b>

### **The Role**

As a Cover Supervisor at Charter Academy, you will cover the high-quality, rigorous work set for lessons that help to drive achievement and inspire a love of learning that extends beyond the classroom. You will be expected to supervise whole classes during the short-term absence of teachers, giving instructions for the lessons and ensuring good order is maintained and all pupils are kept to task.

### **Key Responsibilities**

- Communicate, distribute and supervise work that has been set.
- Report back to the teacher as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Promote the inclusion of all pupils within the classroom, being aware of and supporting difference, to ensure all pupils have equal access to opportunities to learn and develop.
- Set high expectations linked to classroom culture to promote learning so that all students are inspired, motivated and focused to reach their full potential.
- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
- Work collaboratively with both school and network colleagues as a committed team member
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, network-wide training and initiatives
- Support in working with colleagues, students and families to develop a strong school community

### **Other**

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Assist the Principal in maintaining and developing all that is distinctive in our Church of England school
- Participate fully in the Christian Life of the school
- To ensure the Christian ethos, Academy vision and Christian values of the Academy are clearly articulated, shared, understood and acted upon effectively by all
- To lead student assemblies and acts of collective worship, ensuring that key messages and aspirations are reinforced, and the Christian ethos of the Academy is developed (where applicable)

**This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.**

## **Person Specification: Cover Supervisor**

### **Qualification Criteria**

- Good literacy and numeracy- GCSE or equivalent
- Degree (desirable)
- First Aid Qualification desirable

### **Knowledge, Skills and Experience**

- Experience in a cover role or in a challenging classroom environment
- Excellent understanding of class room culture
- Effective and systematic behaviour management
- Knowledge of the secondary education system

### **Personal Characteristics**

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal and organisational skills
- Resilient, motivated and committed to promoting excellence
- Reflective and proactive
- Commitment to establish outstanding classroom culture

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Right to work in the UK
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined here, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please [click this link](#).*