



# Atlantic Academy Portland

an Aspirations Academy

Miss Heppell - Principal of Primary  
Mrs Bishop - Principal of Secondary

Maritime House  
Southwell Business Park  
Portland, Dorset. DT5 2NA

Tel: 01305 820262  
Email: [Office@atlantic-aspirations.org](mailto:Office@atlantic-aspirations.org)

[www.atlantic-aspirations.org](http://www.atlantic-aspirations.org)

## Cover Supervisor Job Description and Person Specification

<b>Post Title</b>	Cover Supervisor
<b>Salary/Grade:</b>	Grade G point 18 - 23 (£24,982 - £27,741) pro rata for part time
<b>Academy:</b>	Atlantic Academy Portland, AAT South Coast District
<b>Reporting To:</b>	Principal/Vice Principal/Head of Faculty
<b>Disclosure Level:</b>	Enhanced
<b>Hours of Work:</b>	37 hours a week, 39 weeks per year (plus holiday entitlement) Mon - Thurs : 8:00am - 4:00pm Fri: 8:00am - 3:30pm
<b>Leave:</b>	Annual leave is 24 working days for a full year, based on a 5-day working week in addition to Bank/Public Holidays
<b>Duties &amp; Responsibilities:</b>	
The post-holder will be expected to cover lessons across the Academy as the need arises. They may also be asked to work with individual children and groups of children, as directed. The following does not represent an exhaustive list but gives an indication of the role:	
<b>Main Duties:</b>	
<ul style="list-style-type: none"> <li>To monitor and respond to the daily cover requirements across the whole academy site through email and communication with SLT managing cover</li> <li>To follow, the teacher's plan for the lesson/day/week/term/unit of work</li> <li>To deliver specified curriculum topics to groups as directed by SLT/subject leads</li> <li>To assist with the general management and organisation of children and resources/equipment which relate to the teaching of students</li> <li>To assist with the planning, organising and supervising of educational visits and outings</li> <li>Under the direction of the class teacher, to prepare classroom and associated areas for use including preparing materials, and setting out equipment, etc</li> <li>Clean and put away materials, equipment after use</li> <li>Tidy classroom and associated areas as directed</li> <li>To make up and maintain resources as directed</li> <li>Prepare work and notices for display purposes as directed</li> <li>Assist with/arrange displays as directed</li> <li>To work with and support individuals or groups of children on specific activities set by the teacher, such as reading, writing, practical, creative, physical, recreational activities and environmental studies</li> <li>To assist with the supervision of children: <ul style="list-style-type: none"> <li>Within classroom settings and shared areas</li> <li>During school assembly</li> </ul> </li> </ul>	



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The Aspirations Academies Trust  
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- To report injuries to the appropriate staff for entering in the accident book
- Deal with minor medical needs, such as checking use of phonic ear, hearing aid and minor first aid for cuts and grazes etc, sending children up to the office if they have more serious complaints
- To maintain high expectations in terms of behaviour from the students and to follow the academy's behaviour policy.
- To ensure Health and Safety regulations are complied with at all times
- Supervision of all students on the school premises during the break times, both in the school buildings and grounds. The involves supervision of children before, during and after they have eaten their lunch
- To ensure the safety of students at all times
- To liaise with other members of staff and parents
- To be a point of contact and communication between parents and teacher when necessary.

## Staff Development Responsibilities:

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
- To support the induction of new staff

## Other Duties:

- To continue personal development as agreed at appraisal.
- To address the appraisal targets set by the line manager
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- To comply with the Academy's Security, Safeguarding and Health and Safety procedures are adhered to
- Comply with decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.



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## Person Specification

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Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
A good standard of education, eg 5 GCSE A*-C including English and Maths, or equivalent	A	
Qualification relevant to the position or equivalent	A	
Experience		
Experience relevant to the position	AR	
Experience of prioritising workloads, time management and dealing with conflicting priorities	AR	
Experience of working in a school, academy or other educational based background	AR	
Experience of working with children		
Skills and Abilities		
Excellent communication skills	R	
Competent in use of IT	R	
Flexible, proactive, positive approach to work	R	
Ability to deal sensitively and appropriately with confidential, personal information	R	



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Be aligned to the mission and values of the academy	R	
<b>Knowledge</b>		
Knowledge of child safeguarding procedures		R
Knowledge of schools and education		R

## General:

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. For teaching assistants normally working with a specific key stage, this could include being deployed to work with a different key stage (eg secondary to primary).



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