



Job Description and Person Specification

Role:	Cover Supervisor
Reports to:	Assistant Principal
Start date:	4 th January 2022
Salary/Hours:	G5, point 13 - 16

The Role

To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

To contribute to the achievement of the educational vision of Avanti Fields School through efficient and effective strategic planning and management of the school's finance resources

To contribute towards the promotion of the highest standards of health & safety across the school.

Avanti Fields is an all-through 3-16 school that opened in 2018. Currently there are 630 students in the secondary phase and the primary phase will be opening to Foundation Two (Reception) students in September 2022. The school is located in a brand-new site in Hamilton, Leicester. This is an exciting time to join the school as it continues its journey to outstanding.

Avanti Fields is part the growing family of Avanti schools. The key responsibilities laid out here are those, which will be assumed by the successful candidate upon appointment.

Avanti schools are Hindu-designated faith schools. However, all staff members at Avanti Fields School will **not be required to present themselves** from any specific faith background and there will be no preference given in this regard. Applications are very welcome from practitioners of any faith and of none. The successful candidate will, however, be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook.

Successful experience in a supporting role within a school or business setting would be an advantage.

Key responsibilities

- Working with the Assistant Principal and School Business Manager, using the Arbor MIS to ensure all lessons for absent teachers (planned and unplanned) are covered throughout the day, with suitable work set and resources issued all returned.
- Be the first to cover lessons for absent teachers as required.
- To facilitate and encourage learning which helps all students achieve their potential.
- To work with colleagues to support high standards of behaviour and attainment.
- To implement school policies and procedures; for Climate for Learning, registration, health and safety etc.

When not required to cover lessons supervisors will be deployed to provide general administrative and other assistance as deployed by the Principal, Assistant Principal, Finance Director or School Business Manager and prioritised by the Assistant Principal, for example to:

- Supervise groups of students working outside their normal classroom.
- Support individuals or groups with particular learning needs.
- Undertake library supervision/exam invigilation/display work/reprographics as required.



Cover Supervisor

- Provide help to teachers or support staff, (wherever possible making use of the skills that the cover supervisor is able to bring to the job, for example library skills, display skills etc.)
- Outside normal lesson times cover supervisors will provide cover in the event of absence for a range of other professional duties normally undertaken by teachers. These may include registration, supervision of students at the start and end of the day and during breaks and lunchtime, supervision of detentions etc.

Outline of the key tasks when covering lessons:

- Receive instructions about the work to be undertaken by the class. These instructions will either be left by the absent teacher or by another qualified teacher.
- Ensure that the resources specified are available for self and/or for junior cover supervisors.
- Arrive promptly at the classroom.
- Ensure that the students are properly dressed in uniform, and have the correct equipment.
- Take the register.
- To be personally committed to the process of continuous improvement in the school.
- To participate in relevant staff development and training activities.
- To comply with Health and Safety requirements.

Person Specification

- Educated to at least Level 2 (A*-C GCSE) – including in English and mathematics
- Good knowledge and skills in the use of ICT/Technology
- An ability to communicate effectively, both orally and in writing
- An ability to work creatively as an individual and as part of a team
- Experience and Excellent track record in the field of health and safety in a support role
- Up to date training in health and safety and an excellent track record in the field of health and safety. – desirable but not essential
- Attention to detail/ability to enter data accurately
- Be able to communicate effectively both orally and in writing
- Ability to cope with periods of pressure and prioritise workload accordingly so that deadlines are met
- A “team player”
- Ability to work unaided
- Willing to undergo continual professional training
- Discrete and experience of handling confidential data
- Supportive of the school ethos and its Equal Opportunities Policy, and be aware of the implications of working in an educational establishment
- Resourceful, positive, and enthusiastic with a good sense of humour
- Knowledge of Arbor Management Information System – desirable but not essential.