



Cover Supervisor

Job Description & Person Specification

Job Description

Cover Supervisor

The Nene Education Trust (NET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Core purpose

- Cover the absence of teaching staff, taking sole responsibility for classes, facilitating and enabling continued learning for students.
- Provide engaging and challenging learning experiences which provide students with the opportunity to succeed.
- Contribute to raising standards of student attainment.
- Promote and support the school's commitment to provide a wide range of opportunities for personal and academic growth.
- Be a role model for students, inspiring them to be actively interested in learning and demonstrate education as an aspirational professional career pathway.
- Consistently promote and model school policies and procedures.
- Contribute to a school culture and environment that promotes the wellbeing of all students and staff.



Teaching and Student Progress

- Create an orderly and purposeful learning environment in which students can complete set work; supervising and directing students in the absence of the class teacher.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote student independence and use strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students on the completion of tasks and communicate clearly with class teachers to support future learning.
- support students with intervention work when and where appropriate, including mentoring of individual students.

School Operations and Other Duties

- When not covering absent colleagues, support school operations by:
 - Administering and invigilating assessments and examinations under the guidance of the Exams Manager.
 - Assist the Inclusion team in providing support for students who require access arrangements in assessments and examinations.
 - Provide general clerical administration and support to department teams.
 - Undertake lunch and break duties across the site.
 - Accompany educational trips and visits under the direction of the Visit Leader.
- Play a full and active part in the life of the school, to support our mission and ethos, and encourage staff and students to follow this example.
- Promote an environment that enables all students to realise their potential.
- Take active responsibility for safeguarding children and support and promote the application of Safeguarding and Safe Practices policies within the school.



Personal Responsibilities

- Comply with the school's policies including Safeguarding and Health & Safety policy and undertake risk assessments as appropriate.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attend meetings scheduled in the school calendar punctually.
- Comply with staff code of conducts including professional dress code expectations.



Person Specification

Essential

Desirable

Education & Qualifications

- A minimum of Level 3/A Level qualifications.
- Maths and English grade C/5 minimum at GCSE.
- Knowledge of the secondary school curriculum.

- Qualifications beyond A Level or degree level.
- Qualified teacher status.
- Evidence of recent professional development.

Relevant Knowledge & Experience

- Experience of working with young people.
- Computer literate and competent in using a range of software packages.
- Knowledge and understanding of effective strategies for creating a positive learning environment, maintaining high standards of discipline in accordance with the school's Inclusion policy.
- An understanding of equality or opportunity issues and how they can be addressed in school.

- Previous experience to working in a secondary environment.
- Further accredited qualifications relevant to the role.
- Ability to understand broad issues in an educational context.



Person Specification

	Essential	Desirable
Skills & Attitudes	<ul style="list-style-type: none"> ➤ Ability to motivate others to develop their full potential. ➤ Ability to work on own initiative, organise workload and prioritise effectively. ➤ Commitment to raising attainment of students with high expectations evident at all times. 	
Personal Qualities	<ul style="list-style-type: none"> ➤ A commitment to your own further professional development and to the principle of continuous improvement ➤ Commitment to safeguarding and promoting the welfare of children and young people. ➤ Sense of humour, presence, drive and flexible/agile 'can do' attitude. ➤ Excellent time management and organisation skills. ➤ Interpersonal skills and the ability to communicate at all levels. ➤ Resilience, energy and ability to solve problems. 	<ul style="list-style-type: none"> ➤ Wide range of interests. ➤ Willingness to take part in extra-curricular activities.



How to apply

- Please complete the support staff application form in full in black ink or type.
- CVs are not accepted and should not be submitted as part of the application.

Please return completed applications to joinourteam@neneeducationtrust.org.uk FAO Glenn Martin and Lee Towers, Co-Principals, or post to:

Mountbatten Way
Raunds
Northamptonshire
NN9 6PA

The closing date for this post is 9am on Wednesday 8 December. Interviews will take place week commencing 13 December.

Nene Education Trust and Manor School are equal opportunities employers and are committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share this commitment.





www.manor.school

01933 623921

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Proud to be part of the
Nene Education Trust