



## Cover Supervisor

Contract Type	22.5 hours, 39 weeks	Start Date	November 2024
Contract Term	Fixed term 1 year (initially)	Closing Date	Sunday 8 September 2024
Salary	Grade 4 £24,294 to £26,421 FTE	Interview Date	WC 16 September 2024
Actual Salary	£12,707 to £13,820 with under 5 years' service)	Location	Totley Brook Road, Sheffield

### The School

King Egbert School is a highly successful school at the heart of Mercia Learning Trust. We pride ourselves on delivering an exceptional quality of education to learners from all backgrounds aged 11-18.

Our school is exceptionally strong – rated outstanding by Ofsted and has academic results that are consistently ‘well above average’.

This is a truly comprehensive school serving both disadvantaged and highly affluent communities. We are committed to providing outstanding education for all in a safe, happy, and positive learning environment.

### The Role

King Egbert School is seeking to appoint a highly skilled and talented Cover Supervisor. This is a 0.6FTE (22.5 hours/39 weeks) Grade 4 role, fixed term for 1 year initially, with a view to a permanent contract subject to funding. The role will commence November 2024.

When not required to cover lessons for absent teachers, Cover Supervisors act as in-class support, or help departments with some administrative tasks including the display of learning resources and students’ work.

This position is an ideal opportunity for someone wishing to pursue a career in education and may suit a qualified teacher looking to step down from a full teaching role, a graduate looking to gain experience before teacher training or an adult with experience of working with young people.

### The Candidate

Ambitious for learning and a team player, you will have the vision, enthusiasm, and drive to build on the strong foundations that already exist in the school. Innovative and resilient you will have an unwavering commitment to student progress.

We are looking for staff who are enthusiastic and are keen to make a difference.

You’ll be eager to learn and work well with others, and you’ll bring vision, enthusiasm, and determination. You’ll also be inventive and flexible.



King Egbert School

We are seeking candidates who are dedicated to serving a diverse community and bring with them experiences and viewpoints that will enhance our efforts.

**Additional information/informal discussion - Mr Dave Parry, Assistant Headteacher:**  
[dparry@ecgbert.sheffield.sch.uk](mailto:dparry@ecgbert.sheffield.sch.uk)



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Cover Supervisor</b>  * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Grade:</b>	<b>4</b>
<b>Hours/Weeks:</b>	<b>22.5 hours per week, 39 weeks per year</b>
<b>Responsible to:</b>	<b>SLT</b>
<b>Responsible for:</b>	<b>N/A</b>

**The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.**

### PURPOSE OF THE POST

- Supervision of whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementation of work programmes, managing pupil behaviour and assisting pupils in relevant activities

### MAIN DUTIES AND RESPONSIBILITIES

Whilst the main focus of this role will be the provision of cover for absent teachers, the jobholder may be required to work across the school to support teachers in the development and delivery of learning for pupils.

### SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Individual Education Plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs



- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

### **SUPPORT FOR THE TEACHER**

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities etc.

### **SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

### **SUPPORT FOR THE SCHOOL**



- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the trust
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

Any other duties and responsibilities appropriate to the grade and role

#### **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- Due to the routine of schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.
- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to do some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel to and work within any school in the Mercia Learning Trust.

#### **GENERAL DUTIES**

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

#### **PROMOTION OF TRUST VALUES**



- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust’s commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

**Issue Date: August 2024**

## PERSON SPECIFICATION

<b>Post Title:</b>	<b>Cover Supervisor</b>
<b>Grade:</b>	<b>4</b>
<b>Hours/Weeks:</b>	<b>22.5 hours per week/39 weeks per year</b>
<b>Responsible to:</b>	<b>SLT</b>
<b>Responsible for:</b>	<b>N/A</b>

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	4 A*- C at GCSE (or equivalent/or experience) incl. English and Maths  A' Level (or equivalent) in relevant subjects	Training in relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, etc.  Appropriate first aid training



<p>Experience</p>	<p>Has experience of pupil assessment</p> <p>Can manage the behaviour of pupils in a reasonable manner</p> <p>Experience working with children of relevant age</p>	
<p>Knowledge/Skills (Ability to)</p>	<p>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</p> <p>Understanding of principles of child development and learning processes</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Can use ICT effectively to support learning</p> <p>Use of other equipment technology</p> <p>Sound speaking and listening skills to extend language in discussion</p> <p>Can plan, implement and evaluate learning activities</p> <p>Can assist the school in forming a partnership with parents</p> <p>Sufficient practical and organisational skills to contribute to the preparation and management of educational resources</p>	



	<p>Can complete and maintain pupils records</p> <p>*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to this role</p>	
Personal Qualities	<p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p> <p>Has a caring positive attitude towards pupils welfare</p> <p>Has an awareness of pupils with special educational needs</p> <p>Can maintain trust and confidentiality where appropriate</p> <p>Can allocate some contractual time to after school staff meetings when appropriate</p> <p>Can allocate some contractual time to the whole of, or part of, staff training days when appropriate</p> <p>Can maintain personal presentation that sets high standards for the pupils</p>	

## HOW TO APPLY

All candidates must complete the following application process.

- All applicants must submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or Council Forms.





After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at [www.merctrust.co.uk/careers](http://www.merctrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.

Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 235 3855 or [knewton@ecgbert.sheffield.sch.uk](mailto:knewton@ecgbert.sheffield.sch.uk)

- For more information about the application process, please email [recruitment@merctrust.co.uk](mailto:recruitment@merctrust.co.uk).

The closing date for applications is **Sunday 8 September 2024**

Interviews are provisionally scheduled for **week commencing 16 September 2024**

### **The small print**

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.