

## Cover Supervisor

<b>Location</b>	King Egbert School (Sheffield)
<b>Salary FTE</b>	Grade 4 £24,294 to £26,421 FTE
<b>Actual salary</b>	£12,707 to £13,819 (with under five years' service)
<b>Contract term</b>	22.5 hours per week, 39 weeks, fixed term 1 year (initially)
<b>Responsible to</b>	Headteacher
<b>Start date</b>	November 2024
<b>Closing date</b>	Midnight Tuesday 22 October 2024

## 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 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

We are looking for staff who are enthusiastic and are keen to make a difference. 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. The successful candidate will be innovative and resilient, possessing an unwavering commitment to the progress of all.

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

### Purpose

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 post-holder may be required to work across the school to support teachers in the development and delivery of learning for pupils.

#### Support for pupils

- 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.
- Supervise pupils on visits, trips, out of school and school based extra-curricular activities as required.

#### Support for teachers

- Work with teachers to establish an appropriate learning environment.
- Work with teachers in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities.
- Responsible for maintaining records, as agreed with teachers, contributing to pupil reviews, as requested.
- 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 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, Key Stage 3, 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.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

#### General/other

- Attend and participate in relevant meetings and training as required.
- Contribute to the overall development of our school and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- All schools in 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.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the headteacher.

#### **Issue Date: August 2024**

***This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the co-headteachers to reflect or anticipate changes in the role which are commensurate with the grade and job title.***

## Person specification

### Role: Cover Supervisor

Attributes	Essential	Desirable	Assessment
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• 4 A*- C at GCSE (or equivalent/or experience) incl. English and maths</li> <li>• Educated to A Level (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Appropriate first aid training</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with young people and children</li> <li>• Adaptable to working across a range of subject areas with no regular timetable</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Basic understanding of child development and learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities</li> <li>• Sufficient practical and organisational skills to contribute to the preparation and management of educational resources</li> <li>• Ability to maintain trust and confidentiality where appropriate</li> <li>• Behaviour management systems and processes</li> <li>• Use ICT effectively to support learning</li> <li>• 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</li> <li>• Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a classroom environment</li> <li>• Strong teaching ability</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Flexible</li> <li>• Honest and reliable</li> <li>• High expectations which motivate and challenge pupils</li> <li>• Calm under pressure</li> <li>• Patient</li> <li>• Empathetic with young people</li> <li>• Team player</li> <li>• High personal and professional standards</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to offer extra-curricular provision</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>

### How to apply

- All candidates must complete the following application process:
  - 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 two weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful
- Further information:
  - Take a look at [www.merciatrust.co.uk/careers](http://www.merciatrust.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 2353855 or [dparry@ecgbert.sheffield.sch.uk](mailto:dparry@ecgbert.sheffield.sch.uk)
  - For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk)
- The closing date for applications is **midnight Tuesday 22 October 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 2024, 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 our recruitment team on 0114 349 4230.