

Cover Supervisor



reports to:	Cover Manager
hours:	33 hours per week, Monday to Friday, term-time
contract:	Permanent
salary:	Grade 5, Scale points 6-11
starting salary:	£21,968 (FTE) / £17,398 (actual)
start date:	January 2023

About the role

Are you looking to establish your career in education in an ambitious school?

We are looking for an outstanding individual with great ambition, passion and drive to help to transform the lives of our students. This role may be an ideal stepping stone to suit someone considering a role in teaching, or someone who may be considering working in education and a secondary school environment.

You will join a team of energetic and passionate practitioners, supporting the education of our students to ensure they develop powerful knowledge and cultural capital to succeed in life. You will be responsible for a class in the teacher's absence, ensuring that the lesson objectives set by the teacher are met within a positive climate for learning. We are committed to cultivating a love of learning in our students, and invest heavily in the development of our staff too, with a carefully designed and high quality CPD programme that runs throughout the year.

The successful candidate will have the drive and capacity to thrive in this role and make a significant difference to our students' school experience. You will bring energy, enthusiasm and a commitment to securing strong progress and raising achievement of all students. Experience of working with children and working within a classroom based environment would be beneficial.

A detailed Job Description is provided that details the scope and responsibilities of the roles. A Person Specification is also included which states the required skills and experience of candidates.

About the school

The school is very proud of its caring commitment and innovative approach to educating the community of young people in the area, with award-winning programmes designed to help students in Year 7 – 11 thrive in a high school environment and open pathways to their future.

As part of the BePART Educational Trust established by nationally leading sixth form Birkenhead Sixth Form College, the school encourages students to raise aspirations and unlock their true potential through adopting the school values which are intrinsic to everything we do, across all staff and students – **Positivity, Ambition, Resilience** and **Thoughtfulness**. Our values shape every interaction with have and are core to our success in nurturing both academic and personal success for every student.

Job description

To provide curriculum cover supervision and facilitate lessons for classes or groups of students whose usual teacher is absent.

To undertake other non-teaching duties as directed during non-cover time including in-class and pastoral student support, the production of resource materials, examination invigilation, administration support and duties for absent teachers.

Responsibilities:

- Undertake curriculum cover supervision on a day to day basis as required by the Cover Manager.
- Supervise subject specific work set by Heads of Faculty.
- Ensure the guidelines for classroom supervision are carried out and students meet classroom expectations.
- Develop classroom management skills to ensure an appropriate and positive classroom atmosphere is maintained for effective learning.
- Act as a role model for students by demonstrating a professional approach both in the classroom and around the school.
- Be responsible for the health and safety of students during cover lessons and use school procedures as required.
- Participate in school meetings as required.
- Undertake a faculty or pastoral support assistant role during periods when not required for cover.
- Undertake examination invigilation as required.
- Undertake first aid training to support the team.
- Assume responsibility (if required) as a tutor for the learning progress of a specific group of individual students.
- Carry out other duties commensurate with the post, as reasonably required by the Headteacher from time to time.

Monitoring: As specified by the Headteacher and in accordance with the school's Performance Management Policy for all staff

Meeting attendance: As reasonably directed

Other: Undertake such whole-school duties and perform other tasks commensurate with the post as reasonably requested by the Headteacher

Person specification

Qualifications	essential	desirable
A Levels or Equivalent		✓
Further Academic Achievement		✓
GCSE standard English	✓	
Numerate and Literate	✓	
Ability to use ICT	✓	
Experience / Skills / Personal Attributes		
Experience of working with young people	✓	
Experience of working in an education environment		✓
Ability to relate well to children and adults	✓	
Ability to work effectively as part of a team	✓	
Good communication and interpersonal skills	✓	
Good organisational skills	✓	
Ability to work independently and demonstrate initiative	✓	
Evidence of effective partnership working		✓
Successful use of ICT to enhance learning		✓

Ability to take initiative, lead, motivate, inspire and support others to achieve excellence	✓	
Evidence of a personal and powerful commitment to continuous improvement and raising standards	✓	
A commitment to safeguarding and promoting the physical and emotional health and well-being of young people	✓	
Flexibility and adaptability	✓	
Effective time management.	✓	
Ability to work and lead autonomously in line with the school vision.	✓	
Energy, resilience, and the ability to perform well under pressure.	✓	
Commitment to inclusive education	✓	

To demonstrate a commitment to:		
The School's values of Positivity, Ambition, Resilience & Thoughtfulness	✓	
Personal development and training	✓	
Safeguarding & promoting the welfare of students	✓	
Equality & diversity	✓	

How to apply

If you are ambitious and determined to make a meaningful difference in this pivotal role, then we would be delighted to hear from you.

Please complete the Support Staff application form and email it to recruitment@birkenheadparkschool.com

www.birkenheadparkschool.com/vacancies/staff-vacancy-application-forms

closing date: 9am, Monday 12 December 2022
provisional interview date: Wednesday 14 December 2022

Ambition **AND**
EXCELLENCE
FOR ALL

The Birkenhead Park School is committed to safeguarding and promoting the welfare of children. Successful applicants will be subject to an enhanced DBS check. Applications will only be considered when submitted on a fully completed application form. All applicants will be considered on the basis of suitability for the post regardless of age, sex, race or disability.