



Location: Colonel Frank Seely Academy, Flatts Lane, Calverton, NG14 6JZ

Salary: Redhill Academy Trust Pay Scale, Band 8, Scale Points 36 - 40

Hours of work: 21 hours per week (three days), term time only

Responsible to: Cover Manager

Post objective: To provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable. When not being used for cover, provide administrative support to the teaching staff of a designated faculty.

Main Duties and Responsibilities:

Class Supervision

- Supervising the students on work left in accordance with the academy policy.
- Assisting in preparing the learning environment and the materials used therein.
- Assisting with the management of student behaviour to ensure a constructive working environment.
- Responding to students about the work that has been set, providing students with generic support (e.g. literacy, numeracy, IT) to help them complete set work.
- Collecting any work completed after the lesson and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson.
- Supervising entry and departure of students in accordance with academy policy.
- Recording and reporting attendance at lessons in accordance with academy policy.
- Reporting back as appropriate using the academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.

Administrative Support

- As directed by the Faculty Leader, provide clerical support to the faculty
- Maintain manual and computerised records and input student data into information systems and spread sheets, regarding student achievements, assessments and exam results.

- Collate and sort student work into grade order, ensuring they are kept securely.
- Type up student exam papers to be used as exemplars for future exams.
- Prepare and clear notice and display boards across the faculty.
- Provide administrative support to the teaching staff's production of classroom resources (e.g. worksheets, booklets)
- In accordance with the academy's online ordering system, maintain stocks and supplies, cataloguing and distributing as required.
- Whole school and departmental classroom/wall displays as directed by the Cover Manager.

General

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.



Colonel Frank Seely Academy

COVER SUPERVISOR Person Specification

| | Essential | Desirable |
|---------------------------------|--|--|
| Experience | <ul style="list-style-type: none">• Working successfully and co-operating as a member of a team | <ul style="list-style-type: none">• Working within a School Environment• Previous experience of working with children |
| Education & Training | <ul style="list-style-type: none">• Good standards of literacy and numeracy (GCSE / Level 2 or equivalent).• Willingness to undertake further training e.g. Health and Safety courses. | |
| Knowledge | <ul style="list-style-type: none">• Be confident in the use of Word, Excel, email and database programmes (usually Microsoft Office) | <ul style="list-style-type: none">• Understanding of statutory requirements including Safeguarding, Child Protection, Equal Opportunities, Inclusion and Health and Safety• Experience and knowledge of working with SIMS.net |
| Skills / Aptitudes | <ul style="list-style-type: none">• Ability to organise, prioritise, and promote a positive working environment• Ability to work under pressure and meet deadlines and objectives• Demonstrate tact and sensitivity working with pupils, staff and others• Communicate effectively both verbally and in writing at all levels and to a variety of audiences (pupils, staff, parents and visitors)• Establish and develop appropriate relationships with pupils, staff, parents and visitors• Calmness in responding to emergencies and the unexpected | |

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| Specific Requirements | <ul style="list-style-type: none">Ability to work in line with the ethos, culture, overall aims and policies of the SchoolAbility to work flexibly and undertake other duties when required to support the need of studentsExcellent attendance record. | |
| Equal Opportunities | <ul style="list-style-type: none">Must have an understanding of equal opportunities and a commitment to the Trust's Policy. | |