



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

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