

**SAPIENTIA EDUCATION TRUST**

**CITY ACADEMY NORWICH JOB DESCRIPTION**

**COVER SUPERVISOR**

<b>Line Manager's job title:</b>	Cover Manager
<b>Salary:</b>	Points 7-11 of the Support Staff Scale <b>FTE</b> £25,584 - £27,269 per annum <b>Pro rata</b> £22,471 - £24,380 per annum, including an allowance for holiday pay
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	Term-time plus 2 weeks
<b>Hours per week:</b>	37

**THE POST**

City Academy Norwich is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

City Academy Norwich seeks to appoint a pro-active and enthusiastic Cover Supervisor to join us to take responsibility for groups or classes of students in the short-term absence of their usual teacher. This is an opportunity to join a welcoming staff team in an aspirational school.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of a Cover Supervisor are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and

flexible part of a team; willing to change methods of work and routines to benefit the team;

- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a Cover Supervisor:

- A minimum of a grade C / 4, or equivalent, in English and Maths GCSE.

## **JOB SPECIFICATION**

### **General Responsibilities**

The successful candidate will be employed as a Cover Supervisor under the standard Support Staff Terms and Conditions of service for Support Staff at City Academy Norwich.

The key function of the role is to cover lessons for teaching staff in their absence. When not covering lessons the Cover Supervisor will be expected to engage in activities as detailed below:

- To accompany pupils on trips away from the school
- To assist in the invigilation of examinations and tests
- To supervise pupils around the school when they are not in class.
- To support general school administration when demand for cover is low.

They will abide by the Code of Conduct for Staff and Volunteers at City Academy Norwich. A contribution to the wider life of the Academy is an expectation of all staff, for example by supporting the extra-curricular activities within the school.

City Academy Norwich is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

In this context, the Cover Supervisor will be responsible for:

- Supervising work that has been set in accordance with school policy;
- Supervise groups of pupils against plans produced by the teacher. e.g. managing a group of children in self/peer assessment.
- Liaising with teaching staff with regard to work set for a class;
- To provide support for the delivery of the curriculum, by taking responsibility for groups under the direction of the teacher

- Managing the behaviour of students to ensure a constructive environment whilst undertaking work in line with the school's behaviour management policies
- To ensure that pupils keep focussed on the task
- Responding with any immediate problems or emergencies in accordance with the school's policies and procedures by reporting early signs related to child protection, bullying and/or disruptive behaviour;
- Collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader;
- Reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising;
- Student registration of class;
- To assist in maintaining the inclusion of all pupils;
- The post holder shall participate in the Academy programme of Performance Management and Continuing Professional Development to improve knowledge and understanding of pupil needs;
- To take part in whole school INSET activities to enhance job effectiveness.
- Contribute towards the wider Academy community;
- The post holder shall undertake other duties and responsibilities as the line manager may reasonably require.

The work of an Academy changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with any relevant Academy improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

## HOURS OF WORK

Paid Weeks per year	Term-time plus 2 weeks (40 weeks)
Hours per week	37
Normal working Pattern	Monday-Thursday – 08:00-16:00 Friday – 08:00-15:30
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will reduce to 33 days (including bank holidays), rising to 37 days after 5 years' service.

	Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

## REMUNERATION

### Salary Details:

- Points 7-11 of the Support Staff Scale
- **FTE** £25,584 - £27,269 per annum
- **Pro rata** £22,471 - £24,380 per annum, including an allowance for holiday pay

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately 16.9% (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

### **MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

### **DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify City Academy Norwich employees.

### **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## CITY ACADEMY NORWICH PERSON SPECIFICATION: COVER SUPERVISOR

Qualifications and Training	Essential	Desirable	How Assessed? Application (A) Interview (I) Task (T)
Numeracy/Literacy skills – equivalent to at least NVQ Level 2 in English and Maths	✓		A
Experience	Essential	Desirable	How Assessed? Application (A) Interview (I) Task (T)
Experience working within a school environment is desirable but not essential.		✓	A/I
First Aid training (which will be provided if necessary)		✓	A/I
Knowledge / Skills	Essential	Desirable	A, I, T
Can use ICT effectively to support learning	✓		A/ T
Knowledge of implementing national curriculum and other relevant learning programmes	✓		A/ I
Good understanding of child development and learning processes	✓		A/ I
Constantly improving own practice/knowledge through self-evaluation and learning from others	✓		A/ I
Ability to relate well to students and staff	✓		I/T
Understand classrooms roles and responsibilities and your own position within these	✓		I/T
Ability to apply behaviour management policies and strategies which contribute to purposeful learning environment	✓		A/T /I
Aptitudes	Essential	Desirable	A, I, T
Use own initiative and work independently	✓		A / I
Effective time management	✓		A/I/T
To be flexible	✓		A/I
Ability to follow instructions accurately	✓		A/I
Excellent communication skills with adults and children, verbally and in writing	✓		A/I/T

Ability to adapt quickly and effectively to changing circumstances/situations	✓		A/I
Work calmy under pressure	✓		A/I
Committed to personal and professional Development	✓		A
Ability to critically evaluate own performance	✓		A/ T
Ability to record and assess student progress/performance etc	✓		A/I/T