



Dinnington High School Cover Supervisor

Part of
LEAP
Multi Academy Trust

Post Title: Cover Supervisors

We are currently looking to appoint suitably qualified Cover Supervisors to join the school.

The successful candidates should be willing to commit to a programme of professional development that will prepare them to work in the classroom. The posts would appeal to individuals who are self-directed and have good interpersonal skills.

We welcome contact to discuss this post, as well as visits to the school.

Start: January 2022 and temporary to August 2022.

Hours: 37 per week full time, term time only.

The closing date for applications is 9.00am Monday 29th November.

The Department

The role of Cover Supervisor is one which has evolved over recent years. The primary role of our Cover Supervisors is to deliver pre-prepared lessons to classes whose teacher is involved in other activities or who is absent. When not actively involved in lesson the Cover Supervisors complete work to support students or the day to day running of the school.

The role of the Cover Supervisor is vital, ensuring lesson continuity and providing students with a person familiar with school procedures and policies.

An initial training programme is designed to provide a broad range of knowledge and experiences including details of school policies and procedures, behaviour management techniques, teaching and learning styles, health and safety and first aid. This will then be followed by regular staff development throughout the year.

We believe the school is a vibrant, pleasant and friendly place to work. There is great cohesion amongst colleagues and a strong ethos of cooperation amongst teams of both teachers and support staff.

Job description

The successful candidate will be expected to carry out the following tasks and may, in addition, be allocated specific responsibilities after discussion with the line manager.

To take a full and active role in the school, particularly

Curriculum Issues e.g.

- Supervise classes and deliver pre-prepared lessons when staff are involved in professional development activities and to cover short-term absences
- Invigilation of examinations
- Set appropriate and demanding expectations of achievement and behaviour
- Implement school policies and procedures
- Participate in educational visits as required

Student Support

- Encourage and motivate students to maximise their learning potential
- Liaise with Form Tutors regarding student behaviour and/or progress
- Monitor attendance within the lesson

Training Issues

- Attend and participate in all training sessions
-

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the academy and the professional development of the staff.

Person Specification

Attributes	Essential	Desirable	Evidence
Relevant Experience	Experience of working with young people		AF/I/R
Education and Training	Good standards of educational success at 16 and at 18	Education to degree level	AF
	Level 2 English and Maths or equivalent	ICT capability level 2 or above	
		First Aid qualification	
		GCSE (or equivalent) English and Maths at Grade B or above.	
Knowledge and Skills	Highly motivated with excellent communication and interpersonal skills	Knowledge of current educational initiatives	AF/I/R
	Flexibility and enthusiastic approach to work	Willingness to develop new skills	
	Can work independently and as part of a team		
	As part of the interview process your ability and state of knowledge with regards to issues of safeguarding and promoting the welfare of children will be assessed.		
Additional Factors	A commitment to the values and vision of Dinnington High School		AF/I
	A desire to help students learn		
	A view that all students can achieve success		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people		

* A – Application form; R – Reference; I – Interview; C – Certificates

Dinnington High School's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our school.

Completed applications should be returned either by post to: Dinnington High School, Doe Quarry Lane, Dinnington, Sheffield, S25 2NZ or by email to recruitment@din.leap-mat.org.uk.

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face.

Dinnington High School
Doe Quarry Lane
Dinnington
Sheffield
S25 2NZ

Tel: 01909 550066
info@dinningtonhigh.co.uk