



Kimberley  
School



## Cover Supervisor Application Pack





## Cover Supervisor – Starting as soon as possible

Dear Applicant

Kimberley School is an exciting place to work. Our aim is for every child to achieve or surpass their academic and social potential and we achieve this through providing an outstanding quality of education, underpinned by a strong programme of care, guidance, support and enrichment.

We are looking for a reliable and committed Cover Supervisor to join our excellent team. The successful candidate will supervise lessons in the absence of a classroom teacher so that students can complete the work set by the teacher in a safe, calm and positive environment. You will also play a role in supporting students in lessons and during lunchtime.

This role would suit anyone with an interest in working with young people and could provide an excellent opportunity to gain experience prior to undertaking teacher training. The successful candidate will receive the support and professional development opportunities they need to be successful, in return we are looking for someone who is committed to ensuring the very best experience and education for all of our students.

All staff are recruited under our safer recruitment processes, in line with DfE requirements, which includes an enhanced DBS check. We have a suite of safeguarding procedures, policies and guidance for all of our staff and volunteers to ensure we actively promote children and young people's welfare and safety.

We are also committed to equality of opportunity in employment and it is our policy to promote equal opportunities in employment, regardless of race, colour, nationality, ethnic or national origin, creed, disability, sex, age, marital status or sexual orientation. This applies to recruitment and selection practices, training, promotion and in the application of national and local agreements in respect of pay and conditions of service.

Applications must be made on an EMET application form which you can complete on the [East Midlands Education Trust website](#). Please note that CVs will not be accepted.

**Closing date for receipt of applications: 9am on Friday 1<sup>st</sup> December 2023**

## Job Description: Cover Supervisor

<b>1. Title</b>	Cover Supervisor	<b>2. Reporting to</b>	Lead Cover Supervisor
<b>3. Grade/Hours</b>	Scale 4, Points 9 – 12: £25,119 - £26,421 pro-rot 32.5 hours a week - Term Time Only (39 weeks)		

### 4. Main Purpose of the Job:

Supervise lessons in the absence of a classroom teacher so that students can complete the work in a safe, calm and positive environment.

### 5. Main Responsibilities of the Job:

#### Cover Supervision

1. Assisting in preparing the learning environment and the materials used therein
2. Supervise the students throughout the lesson on work left in accordance with school policy
3. Supervising the safe and calm entry and departure of students
4. Assisting with the management of student behaviour to ensure a safe, calm and positive environment
5. 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.
6. Collecting any work completed after the lesson and returning it to an agreed person/place.
7. Leaving the room in good order at the end of the lesson.
8. Recording and reporting attendance at lessons in accordance with school policy
9. Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any other issue arising
10. Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
11. Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.
12. Supervise students during activities at lunchtime and as they leave the site at the end of the school day.
13. When not required for cover: provide support for individual/groups of students as deployed by the Learning Support Team; or support exam invigilation as deployed by the Exams Officer; or supervise the Pre-Exclusion Unit; or complete administrative tasks as required.

#### General responsibilities

14. Be aware of and follow school policies and procedures
15. Attending and participating in meetings as required
16. Participate in professional development as required.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person Specification				
<p>Please note that only applicants who can demonstrate that they can meet the criteria in the person specification are likely to be shortlisted for interview.</p> <p>Applicants should be able to <u>demonstrate</u> how they <u>meet the core criteria</u> relevant to the post:</p>				
E= Essential   D= Desirable   A= Application   I= Interview	Criteria Type		Identified By	
	E	D	A	I
<b>Experience</b>				
Experience of working with young people or adults in a paid/voluntary capacity		✓	✓	
Successful experience of a cover supervisor role in a secondary school		✓	✓	
<b>Qualifications, Training &amp; CPD</b>				
Five A*-C passes at GCSE (or equivalent) including English and Maths	✓		✓	
Pass grades in A-Level or equivalent qualifications		✓	✓	
Qualified to degree level		✓	✓	
First Aid Training		✓	✓	
<b>Keeping Children Safe in Education</b>				
Committed to safeguarding and promoting the welfare of children	✓			✓
Ability to work in a way that protects the safety and well-being of children & young people	✓			✓
Recent Safeguarding Training		✓	✓	
<b>Personal Qualities &amp; Attributes</b>				
Genuine passion and a belief in the potential of every pupil	✓			✓
Helpful, positive, calm and caring nature	✓			✓
Able to establish good working relationships with colleagues and students	✓			✓
Able to follow instructions accurately but make good judgements and lead when required	✓		✓	
Motivation to continually improve standards and achieve excellence	✓		✓	
Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students	✓			✓
Ability to motivate students.	✓			✓
Ability to work at own initiative and as part of a team.	✓		✓	
Ability to work in a flexible and responsive way with tact, discretion and confidentiality	✓		✓	
Ability to work under pressure and work flexibly.	✓		✓	
Good communications skills, written and oral	✓		✓	✓
Excellent numeracy and literacy skills	✓		✓	
Ability to use ICT effectively to support learning	✓		✓	
Ability to support the processes and procedures for students' learning.	✓		✓	
<p><b>In addition to the above, you will have the right to work in the UK and also be expected to demonstrate how you meet the following general criteria:</b></p> <p>Ability to work effectively in a team and relate to all people</p> <p>Ability to stay focused whilst being able to problem solve and use own initiative as appropriate</p> <p>Ability to organise, prioritise and complete tasks efficiently and effectively</p> <p>Ability to communicate effectively and to impart clearly knowledge for the benefit of others</p> <p>Flexible, adaptable and professional approach to work</p> <p>Openness to new ideas</p> <p>Punctual, reliable and an ability to keep to deadlines</p> <p>Ability to maintain confidentiality</p> <p><i>We reserve the right to ask candidates who are shortlisted for interview to verify any statements made on their application form.</i></p>				