



**WE ARE** ASTREA

**COVER SUPERVISOR  
APPLICANT BRIEF**

**ERNULF ACADEMY**  
*Part of*  
**ASTREA ACADEMY TRUST**





## Open Letter from Principal

Dear Candidate,

Thank you for your interest in the role of Cover Supervisor. The core purpose of the Academy is to secure the best possible experience, learning and outcomes for each young person for whom we have responsibility. We have high aspirations for all of our young people.

Our ethos is based on the celebration of success and the determination to secure further improvement. Visitors to the Academy comment on the purposefulness of lessons and the calm, friendly conduct of students.

We are seeking to appoint a Cover Supervisor to join our team. We value all of our staff within the academy and across the wider trust.

At Ernulf Academy, you can expect a supportive culture within a school with high aspirations on its improving journey. We value our staff and there are many development opportunities within the academy and across the wider trust.

I would be delighted to have a further conversation with you or arrange a visit to the school.

Kindest Regards,

**Avin Bissoo**

**Principal at Ernulf Academy**



# JOB DESCRIPTION

<b>SALARY</b>	£20,444 (Grade 4, Point 7)
<b>CONTRACT TYPE</b>	Permanent
<b>WORKING PATTERN</b>	Full time
<b>HOURS PER WEEK</b>	32.5

## Purpose

The Cover Supervisor will be responsible for supervising any class (including registration) when the teacher is unavailable, using material planned by a teacher to engage students in learning.

## Key Responsibilities

### Support for Students

- Use specialist (curricular/ learning) skills/ training/ experience to support students.
- Assist with the development and implementation of Individual Education/ Behaviour/ Support/mentoring plans.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress, achievement, behaviour and attendance.
- Provide pastoral support to students.
- Receive and supervise students excluded from, or otherwise not working to, a normal timetable.
- Attend to student's personal needs and provide advice to assist in their social, health and hygiene development.
- Participate in comprehensive assessment of students to determine those in need of particular help.
- Support provision for students with special needs.
- Develop one to one mentoring arrangements with students and provide support for distressed students.
- Promote the speedy/ effective transfer of students' phases/ integration of those who have been absent.
- Provide information and advice to enable students to make choices about their own learning/ behaviour/ attendance.
- Challenge and motivate students, promote and reinforce self-esteem.

### Support for the Teacher

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher and other staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.



- Be responsible for maintaining and updating records, information and data as agreed with the teacher, contributing to reviews of systems/ records as requested and producing analysis and reports as required.
- Undertake marking of students' work and accurately record achievement/ progress.
- Promote and ensure health and safety, positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/ carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/ meetings with parents, or as directed by the teacher.
- Administer and assess routine tests and invigilate exams/ tests.
- Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials.
- Assist in the development of lesson/ work plans, administration of coursework, work sheets etc.
- Contribute to planning, development and organisation of systems/ procedures.
- Administer and assess routine tests and invigilate exams/tests.
- Support students' access to learning using appropriate strategies, resources etc.
- Provide general clerical/ admin support e.g. dealing with correspondence, compilation/ analysis/ reporting on attendance, exclusions etc., making phone calls, administer coursework, produce worksheets for agreed activities.

### **Support for the Curriculum**

- Implement agreed learning activities/ teaching programmes, adjusting activities according to student responses/ needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Help students to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Maintenance of specialist equipment, check for quality/ safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out.
- Provide specialist advice and guidance as required.
- Implement agreed work programmes/practical lessons under the guidance of the teacher.
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support students.

### **Support for the Academy**



- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the academy.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in relevant meetings as required.
- Participate in development opportunities and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extra curriculum activities.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under supervision of the Teacher.



# PERSONAL SPECIFICATION

## Skills, Capabilities & Experience

- Good level of education
- GCSE English and Maths (or equivalent)
- Worked with young people (11-16)
- Experience of working in a classroom/unit setting
- Appropriate IT skills to support learning
- Good understanding of child development and learning process
- Ability to self-evaluate learning needs and actively seek learning opportunities to improve own practice and knowledge
- Good knowledge and general interest in all subject areas at secondary level
- Commitment to inclusive and high achieving comprehensive education
- Effective management of equipment and resources
- At ease working in a classroom environment
- Able to prioritise tasks and act on own initiative
- Able to identify and work towards specific goals with young people, motivate and encourage them to develop to their full potential
- Effective communication and interpersonal skills with adults and young people
- Able to work in a calm, efficient and safe manner
- Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment
- Ability to work as part of a team
- Commitment to promoting and safeguarding the welfare of students
- A good attendance and punctuality record

### **This is not exhaustive.**

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*