

The South Wolds Academy and Sixth Form



Cover Supervisor and Exams Assistant Application Pack

October 2024



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Dear Applicant

Cover Supervisor and Exams Assistant

Thank you for your interest in this post. Further details of the post can be found in this booklet and an application form is available on the East Midlands Education Trust website for your information

The South Wolds Academy is a popular, high-attaining 11-18 school. Our main aim is to enable every student to achieve their academic and social potential. We strive to achieve outstanding attainment and care, guidance and support, underpinned by a strong programme of enrichment that prepares our students for the rest of their lives. In December 2019 OFSTED judged us to be a good school with many outstanding features and the most recent report can be found on our website. We are regularly one of the 10 highest performing schools in Nottinghamshire and our "culture of high achievement is prevalent in all that we do.

At the centre of our improvements are outstanding staff who are committed to taking every possible step to enable our students to enjoy and succeed. If you are successful in your application for this post then you can rest assured that we will be absolutely committed to your professional development, work-life balance, and career aspirations. Governors, senior leaders and I are committed to enabling all staff to fulfil their roles successfully, to flourish professionally and prepare for the next stage of their career.

Perhaps our school is best summed up by OFSTED who reported that "pupils achieve well within a culture of high ambition" and "teachers have high expectations of what pupils can achieve". We are looking for someone who can make a major contribution to our great school and further enhance our students' experience.

We would urge all candidates to explore the school website www.southwolds.co.uk to find out more about our great school and students. Alternatively you can follow us on twitter (@SouthWolds) or Facebook for an easier way of staying in touch.

South Wolds is an exciting place to work – a place where staff and students do have a smile on their faces. We would be delighted to hear from you if you decide to apply for this post. Please complete an application form and statement (no more than two sides of A4 in Calibri 11) explaining:

- How your training and experience to date have prepared for you this post;
- What difference you will make to the students if you are appointed; and
- Why we should appoint you to this post.

This statement should be completed instead of answering question 6 on the application form.

We look forward to hearing from you. The closing date for applications is 9.00 am on Monday 4th November 2024. If you have any queries then please contact Jo Egglenton by phone or email jegglenton@southwolds.notts.sch.uk

Yours sincerely

Halina Angus
Head Teacher

THE SOUTH WOLDS ACADEMY & SIXTH FORM

Church Drive, Keyworth, Nottingham NG12 5FF

Head Teacher: Halina Angus

South Wolds is a high attaining, semi-rural- popular 11 – 18 school located in the village of Keyworth in Nottinghamshire which is only 6 miles from West Bridgford. We are also a founding partner of the East Midlands Education Trust, committed to providing a first class education for all of our students.

Cover Supervisor and Exams Assistant

37 hours per week, Term Time Only

Scale 4 £25,119 - £26,421 pro rata (actual starting salary £21,847.85 pa)

In this post you will work with classes during the short-term absence of the class teacher to ensure that set work is completed and you will support the Examinations Manager with the administration and supervision of internal and external exams.

You will develop good working relationships with students across the academy and develop an understanding of all aspects of the curriculum and pastoral system from ages 11-18. You will work as part of a team of cover supervisors and will play a key role in ensuring that short term teacher absence does not impact negatively on our students.

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

If you would like further details please e-mail rsprake@southwolds.uk or visit [EMET](#) to download an application pack.

Closing date for receipt of applications: 9.00 am on Monday 4th November 2024 however we reserve the right to interview suitable candidates prior to that date. Should this prove successful we may close to new applicants earlier so please don't delay in submitting your application. Previous applicants need not apply.

Job Description



1. Title of Post:	Cover Supervisor and Exams Assistant
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2. Accountable and Responsible to:	Lead Cover Supervisor
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3. Grade:	Scale 4
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4. Main Purpose of the Job:	
1.	To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures.
2.	To assist the Examinations Officer with the administration and supervision of internal and external exams.

5. Main Responsibilities of the Job:	
1.	Support students' learning activities.
2.	Prepare and maintain the learning environment, using appropriate resources including ICT to support student's learning.
3.	Help to keep students safe.
4.	Invigilate tests and examinations or support students in classrooms as directed.
5.	Develop and promote positive relationships and positive behaviour.
6.	Assist the Examinations Officer in all the administration and setting up on any day with internal or external exams including starting exams and supervising students.
7.	Assist the examinations officer in all the administration, supervision and organisation for the end of exams including being present in the exam room to end the exam and supervise students.
8.	Be the on call help to support invigilators during exams.
9.	To promote the inclusion and acceptance of all students within the classroom.
10.	Develop and maintain good working relationships with colleagues.

11.	Reflect and develop on your own practice.
12.	Liaise with teacher(s) about cover work.
13.	Explain to students the work that has been set and actively circulate around the teaching space to ensure students are working hard and focused on the tasks set.
14.	Respond clearly and positively to students about the work that has been set.
15.	Collect all work completed at the end of the lesson and returning it to an agreed person/place.
16.	Supervise the calm entry and departure of the students and leave the room in good order at the end of the lesson.
17.	Record and report attendance in line with the school policy.
18.	Report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any other issue arising.
19.	Deal with any immediate problems or emergencies according to the school's policies and procedures.
20.	Follow school policies especially those relating to safeguarding, child protection and health and safety.
21.	Respect confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.
22.	To undertake break and/or lunchtime duties as directed.
23.	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	Essential/ Desirable
Qualification Criteria	
Five A*-C passes at GCSE (or equivalent) including English and Maths	D
Qualified to degree level	D
Experience	
Experience of working with young people or adults in a paid/voluntary capacity	E
Previous experience of working with children or young people	D
Personal Characteristics	
Genuine passion and a belief in the potential of every student	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and students	E
Able to follow instructions accurately but make good judgements and lead when required	E
Motivation to continually improve standards and achieve excellence	E
Committed to the safeguarding and welfare of all students in the academy	E
Specific skills	
Good communications skills, written and oral	E
Excellent numeracy and literacy skills	E
Competent with computers and other technology	E
Able to understand and implement strategies and methods to help students make good progress	E
Understand the importance of confidentiality and discretion	E
Other desirable skills	
The willingness to run an extra-curricular activity for students across the academy	D

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.