

## Cover Supervisor

Based at The Forest Academy - IG6 3TN

32.5 - 36 hours per week, 44.6 (term time) weeks per year

LBR Scale 5, £ 25,578.00 - £ 26,985.00 (FTE) per annum dependent on experience

£19,752.01 - £23,082.68 (Pro-rated) gross per annum

Beacon Academy Trust are currently seeking to appoint a Cover Supervisor to work under the guidance of teaching staff to support students in and out of the classrooms. This role will suit a confident team player who is considering a career in teaching and wants to gain some experience in a school prior to applying to train to be a teacher, potentially in our NELTA School Direct Programme, or someone wishing to work in schools from a range of backgrounds. Experience of working with young people is preferred as this role will demand the skills and personal qualities required to maintain a calm, purposeful and positive learning environment.

The successful candidate will deliver cover lessons, as well as support students in small groups to close any gaps in their understanding.

The Forest Academy is on an exciting journey and we are looking for a cover supervisor who is committed to making a difference to the lives of our students.

The successful applicant will have:

- High expectations of pupils and excellent behaviour management skills

- Excellent time management and organisational skills

- A high degree of initiative and flexibility

- A willingness to take on challenge and contribute to the success of the school

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

We are pleased to announce that Beacon Multi Academy Trust will be working alongside [Benenden Healthcare](#) in offering a Healthcare Plan to its employees. There is no obligation to opt in to the healthcare plan, it is just part of our ongoing priority to support staff wellbeing across the Trust.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to [recruitment@beaconacademytrust.co.uk](mailto:recruitment@beaconacademytrust.co.uk)

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



### Overall Responsibilities

To maintain the high quality of learning in lessons where the classroom teacher has set work.  
To supervise and manage the classes, tutorials and assemblies and support the students in completing the activities.  
To work within a team and undertake school related work when cover is not required.  
To run extra curricular clubs after school.

### General Duties and Responsibilities

- To be responsible for a class of students in lesson time with due regard for their health & safety and the school's high expectations and work ethos.
- To give instructions for lessons as provided by the teacher.
- To maintain good behaviour of pupils in line with the school's behavioural policy arrangements and ensure that they remain on task.
- To supervise and, where possible, support pupils in their class work or learning activities ensuring that the work set is undertaken with due regard to the time allocated.
- Liaise with teaching staff regarding work set in the class and pastoral staff as appropriate and provide objective and accurate feedback to teachers on the conduct of the lesson.
- To support the use of ICT and make appropriate use of all equipment and resources.
- To participate in educational visits.
- To cover tutor time and tutor groups in assemblies as required.
- To undertake any related record keeping and administrative tasks.
- Contribute to the academic success of the school.
- Operate relevant equipment/Internet/MS Office (e.g. outlook, word, excel, databases)
- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with all BMAT policies and procedures including child protection, health, safety and security, confidentiality and data protection, reporting all concerns to appropriate staff.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care and promote the inclusion and acceptance of pupils within the classroom.
- Duties and responsibilities of the post may change over time as requirements and circumstances change at the discretion of the Principal.

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications				
Level 3 qualifications or equivalent, along with high levels of literacy and numeracy	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Degree	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Further professional qualifications	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge / Skills / Experience				
Worked in a school environment	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Worked with young people	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Successful teaching/mentoring/instructing outcomes	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use of relevant equipment/resources	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work constructively as part of a team and work independently	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IT proficient in MS Office	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of recent educational environment	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of improving a school's results to achieve outstanding levels of student performance	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attributes				
Excellent communication: with children and young people and have an understanding of safeguarding and promoting the welfare of young people	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flexible approachable	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Be willing and able to undertake a wide range of duties as required	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Able to adapt and embrace change	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to find innovative solutions to problems/issues	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to relate well to staff, students, parents and public	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to work cooperatively as a positive team member and leader	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A positive, "can-do" approach with colleagues and students	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>BMAT is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.</p> <p>Enhanced DBS Disclosure is required for this post.</p>				

