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| **Location:** | King Edward VI Camp Hill School for Boys |
| **Position:** | Cover Supervisor |
| **Accountable to:** | Deputy Headteacher |
| **Hours of work:** | 36.5 hours per week |
| **Length:** | Permanent, Term Time Only |
| **Salary:** | SCP14 - £28,624 FTE, £25,142 pro rata, 36.5 hours per week |
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| **Purpose of the role** | |
| The King Edward VI Academy Trust Birmingham (“the Academy Trust”) was established in 2017 and is made up of the twelve academies - six selective academies and six non-selective academies. Our overarching mission is “to make Birmingham the best place to be educated in the UK”.  To provide cover for teachers, deliver games teaching as required and support other supervision or administrative roles as required. | |
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| **Principle responsibilities and duties** | |
| * Cover class lessons when the teacher is absent or on other duties, ensuring the students follow the instructions provided and are completing the set work to the best of their ability * Assist with other support duties (such as vaccinations, invigilation, Sixth Form block supervision, for example), when not being used as a cover teacher - DH to allocate roles * Assist with emergency fire evacuation procedures as required * Work as part of the larger support team * Undertake the admin required for the pupil medical bags, the emergency asthma kits and the year group immunisations * Undertake First Aid training and be part of the First Aid team rota as required * Participate fully in the school’s performance management process * Undertake training and development as required for this role * Play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and students follow this example * Undertake any other tasks required from time to time that are appropriate to the grade   This job description is current at the date shown but, in consultation with the employee, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. | |
| **General responsibilities and duties** | |
| * To develop a clear understanding of the Academy Trust’s vision, mission and strategic aims and to actively support these * To remain up to date with the Academy Trust’s policies, procedures and code of conduct and always uphold these * To identify and undertake relevant training to enable continuing professional development, where resources allow * To prepare for and proactively engage in the performance review cycle with your line manager * To attend appropriate internal and external meetings, as directed by your line manager * To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade   The successful candidate will be required to fulfil an enhanced DBS check.  This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes. | |
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| **Person Specification** | |
| **Essential** | **Desirable** |
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| **Knowledge and experience** | |
| Have excellent communication skills both written and verbal | Experience working with young people in an educational setting. |
| Have the ability to:   * work well as part of a team * work well on own initiative * manage own workload * work well under pressure * work well to deadlines | Experience of using IT including Microsoft Office packages and email |
| Have a calm and flexible nature | Strong classroom management skills and a calm, authoritative presence. |
| Have a polite, friendly and helpful manner | Flexible, reliable, and able to adapt to different year groups and subject areas. |
| Be professional, diplomatic and courteous but firm | A good standard of education, with GCSEs (or equivalent) in English and Maths. |
| Good organisational skills |  |
| Be well presented |  |
| Be willing to actively participate in the Academy’s performance management process |  |
| Be willing to undertake training and development as required |  |
| Be committed to safeguarding and promoting the welfare of children and young people |  |
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| **Qualifications** | |
| Good general education including GCSE (or equivalent) maths and English | Be first aid qualified or willing to undertake required training |
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| **Competencies** | |
| Building capacity  Influencing and persuading  Acting on integrity  Delivering at pace  Delivering quality  Team focussed  Coaching management style  Proactivity  Flexibility  Reliable and adaptable |  |