

JOB DESCRIPTION



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Location:	King Edward VI Camp Hill School for Boys
Position:	Cover Supervisor
Accountable to:	Deputy Headteacher
Hours of work:	36.5hours
Length:	Permanent
Salary:	SCP14 - £27,334 FTE, £24,008.92 pro rata, 36.5 hours per week

Purpose of the role

The King Edward VI Academy Trust Birmingham (“the Academy Trust”) was established in 2017 and is made up of the ten academies - six selective academies and four 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.

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
- Teach as part of the Senior Games team on a Wednesday afternoon.
- Teach as part of general Games staff on other days, when not being used as a cover teacher. DH to allocate as available
- 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 admin cover for the last 10 working days of the school summer holiday to cover A-level results day, GCSE results day and other reception and admin tasks resulting from those days
- 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 Head teacher 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.

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- 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.

Person Specification	
Essential	Desirable
Knowledge and experience	
Have excellent communication skills both written and verbal	Experience of working as a receptionist in a busy public facing environment
Have the ability to: <ul style="list-style-type: none"> - 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	
Have a polite, friendly and helpful manner	
Be professional, diplomatic and courteous but firm	
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	
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	