



WE ARE ASTREA

**COVER SUPERVISOR
APPLICANT BRIEF**

LONGSANDS ACADEMY
Part of
ASTREA ACADEMY TRUST





Open Letter from Principal

I am delighted that you are interested in applying for the post at Longsands Academy, part of the Astrea Academy Trust since 1st September 2018.

Longsands Academy is a successful, fully inclusive secondary school at the heart of its community. We pride ourselves on providing an engaging and supportive environment in which our students feel empowered to reach and embrace their full potential with confidence. Our staff are committed to nurturing the abilities of every child with a curriculum which promotes academic excellence and recognises the distinct uniqueness of our students. The opportunities we provide allow all students to showcase their talents, whether through the traditional school day or as a result of the wealth of extra-curricular activities that we provide. We are extremely proud of the achievements of our students that are a result of the high expectations of behaviour, learning and teaching and the strong, supportive relationships that exist between staff, students and their parents/carers. Furthermore, in order to develop the important qualities of independent learning and resilience, our students are encouraged to take responsibility for their learning both in and out of lessons.

The Academy has approximately 1396 students on roll in Years 7-11 with a further 329 students attending the Longsands Sixth Form and partner providers of post-16 education including Stageworks.

Our aim is that when students leave the Academy they are equipped with everything they need to reach their potential and become happy, successful, resilient adults and positive contributors in society. A talented and committed body of staff is driven by a relentless desire to ensure that our core purpose, to secure the best possible experience, learning and outcomes for each young person for whom we have responsibility, is a lived reality.

As such, we are committed to develop our staff to be the very best that they can be by striving to ensure that all of our colleagues can access Continuous Professional Development (CPD). Our CPD programme is both department-based and in collaboration with academies within the Astrea family and external partners. Wide-ranging opportunities for professional development are available for staff at all stages of their career, including ECTs, experienced classroom teachers, middle and senior leaders and support staff.

I look forward to receiving your application.

Neil Owen
Principal at Longsands Academy



JOB DESCRIPTION

SALARY	£20,444 (Pro rata)
CONTRACT TYPE	Permanent
WORKING PATTERN	Full time, term time only
HOURS PER WEEK	30.42

Purpose

Cover Supervisors help maintain continuity of education for students in the absence of their teacher. They seek to ensure that the work set by teachers is understood and completed. They supervise students in a manner conducive to high standards of student conduct and learning

Key Accountabilities

- Supervise any class (including registration) when the teacher is unavailable, using
- Material planned by a teacher to engage students in learning;
- Where possible, to liaise in advance with the classroom teacher whose absence is being supervised, to ensure instructions are clarified;
- Where possible, to inform the classroom teacher of individual student progress, identifying students who work well and those who underachieve;
- Contribute to reports on student progress;
- Contribute to behaviour management within the Academy, in accordance with Academy policies;
- Provide feedback on learning activities and contribute to Academy review and development planning;
- Supervise any class (including registration/tutorial) according to need as identified by Reception, the Cover Manager or a member of SLT;
- Provide cover in the internal exclusion facility when directed or available;
- During unallocated periods, observe teachers, support colleagues or undertake other work with individuals or groups of students as allocated by the Cover Manager or an SLT member;
- Contribute to, as appropriate, reports on students' behaviour management;
- Feedback on departmental practices;
- in line with the operational needs of the Academy, undertake other duties, e.g. exam invigilation or administrative tasks as required;
- Attend meetings of the Cover Team and other training or meetings as required.

Key Responsibilities

- Have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;
- Safeguard and promote the well-being of students and staff in all aspects of the performance of this role;
- Follow Safeguarding and other agreed procedures, e.g. relating to the organisation of trips and visits and the ordering of goods;
- Undertake such other duties as the Principal may reasonably require.
- Promote positive values, attitudes and good student behaviour, dealing promptly with incidents, in line with Academy policy, encouraging students to take responsibility for their own behaviour;
- Establish productive working relationships with students, acting as a role model and setting high expectations of work and behaviour;



- Comply with lesson plans and instructions from the class teacher and make appropriate use of seating plans, equipment and resources;
- Are not normally expected to set or plan work but should be prepared to use their initiative to occupy students if work is not immediately available;
- Are expected to be able to deliver instructions clearly so that students are able to understand what is required of them.



PERSONAL SPECIFICATION

Skills, Capabilities & Experience

- Good general education – minimum A Level or equivalent and including GCSE in Mathematics and English at Grade C or above
- Experience of working with young people in a busy environment
- Further qualifications as evidence of commitment to learning
- Experience of working in a primary or secondary school
- Expertise in communicating to groups of people, especially young people
- Good oral communication skills with ability to clarify and explain instructions
- Good working knowledge of and skills in Office applications e.g. Word, Powerpoint and internet/email
- Accurate written communication
- Well developed interpersonal skills enabling effective relationships with a variety of different people
- Professionally discreet and able to respect confidentiality on sensitive issues
- Good organisational ability
- Ability to motivate and encourage students and gain their respect
- Ability to work independently and with initiative
- Understanding of the difficulties young people can experience in school
- Ability to assess a situation quickly and respond accordingly

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