

Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

<b>Job Title:</b>	Cover Supervisor
<b>Code:</b>	TPAT Point 5
<b>Salary Range:</b>	Per annum/pro rata (Dependant on skills and experience)
<b>Hours:</b>	37.5 hours per week (5 Days and 8.00am-4pm)
<b>Base:</b>	Mullion School
<b>Responsible to:</b>	Leadership Team Person in Charge of Cover
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	<p><u>Internal:</u> Headteacher, school management team, SENCOs, support staff, pupils</p> <p><u>External:</u> School Governors, LEA advisers and representatives, suppliers, parents, external support agencies</p>

#### Main Purpose of Job:

- To provide effective cover supervision in a range of classes and subjects in response to unforeseen short-term teacher absence or to cover PPA, ensuring good order is maintained in the classroom and pupils keep to task. To work under the guidance of teaching/senior staff within an agreed system of supervision.

#### Main Duties and Responsibilities:

- To liaise with the HoDs with regard to distributing resources and suitable teaching materials which relate to the relevant Curriculum area and stage of progress of the pupils.
- To deliver and engage pupils in pre-planned work with associated teaching resources and to support/supervise pupils consistently whilst recognising and responding to their individual needs.
- To respond to questions relating to the instructions and process for completion of pre-planned work and the recognised school procedures.
- To collect pupils' work at the end of the lesson and return to the appropriate teacher or teacher's representative in accordance with the Academy's teacher cover policies and procedures.
- To be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources accounted for and stored securely when not in use.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use

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- To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with the Academy's behaviour management policies and encourage pupils to take responsibility for their own behaviour.
- To deal with any immediate problems or emergencies that may occur in the class whilst covering the teacher's absence in accordance with the Academy's recognised policies and procedures.
- To be responsible for keeping and updating records as agreed with the teacher and to report back to the teacher (or appropriate representative in the teacher's absence) any issues that may have arisen including problems with pre-planned work, behavioural issues, concerns etc.
- To carry out administrative tasks associated with all of the above duties.
- To contribute to the overall ethos of the Academy and be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection) and child protection policies and procedures.
- To maintain confidentiality of information acquired in the course of undertaking duties for the learning team.
- To undertake other duties appropriate to the grading of the post as required.

#### General/Other:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Person Specification:	Essential	Desirable	Recruiting method
<b>Education and Training</b>	Attainment of GCSE's grade C or above in English & Maths (or able to demonstrate equivalent numeracy/literacy skills to a level 2 standard of education).	Training in the relevant strategy/ies or curriculum areas.  Appropriate first aid training.	Application Form / Interview

	<p>Pupil behaviour management training.</p> <p>NVQ 3 for Teaching Assistants or equivalent qualifications or experience</p>		
<b>Skills and Experience</b>	<p>A proven track record of working with pupils of the relevant age in a learning environment.</p>	<p>Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups</p>	<p>Application/Interview/Assessment</p>
<b>Specialist Knowledge and Skills</b>	<p>Up-to-date ICT skills.</p> <p>Good listening &amp; communication skills.</p> <p>Knowledge of specific curricular areas or key stages.</p>	<p>Awareness of the SEN Code of Practice and guidance on meeting SEN.</p> <p>Fully meets the nationally recognised HLTA standards.</p> <p>Practical skills relating to planning &amp; utilising individual learning programmes.</p>	<p>Application/Interview/Assessment</p>
<b>Behaviours and Values</b>	<p>Self-motivated and able to work constructively as part of a team.</p> <p>Ability to relate well to children and adults.</p> <p>Understanding of principles of child development and learning processes.</p> <p>Ability to work to deadlines and methodical approach to work.</p>		<p>Application/Interview/Assessment</p>

**Special Conditions related to the post**

- *Physical fitness*

*The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

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Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

<b>How to apply:</b>	<p>To download an application pack or apply online please visit:  <a href="http://www.tpacademytrust.org/web/application_pack/604811">www.tpacademytrust.org/web/application_pack/604811</a></p> <p>Please complete an application form in full and return to:            Sue Bennett – sb@mullionschool.org.uk            Please note that we do not accept CVs.</p>
<b>Contact details:</b>	<p>Address: Mullion School Tel: 01326 240098 E-mail: head@mullionschool.org.uk</p>
<b>Closing date:</b>	<p>Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.</p>

To find out further information please visit the school website at [www.mullionschool.org.uk](http://www.mullionschool.org.uk)