



NORTON COLLEGE

Langton Road,
Norton, Malton,
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Tel: 01653 693296
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Cover Supervisor

Required as soon as possible

Grade E – Scale Points 6 – 8, £20,043 - £20,852 pro rata, (£10.39 to £10.81 per hour), 30 hours per week, term time only. This is a permanent role.

We are looking to appoint 2 dynamic people to provide cover for lessons across the College for short term requirements and undertake non-teaching duties that support the College's pastoral programme.

Main duties will include covering lessons for teaching staff who are absent or otherwise occupied and supervising pupils, in other areas of the College.

Effective communication and classroom management organisation will be key attributes to perform successfully in this role. In addition, you will be a point of contact for parental enquiries and track behaviour through established systems.

Closing Date : 9am Monday 17 October 2022

Interviews: Thursday 20 – Friday 21 October 2022

Please download your application pack from the Norton College website at: www.nortoncollege.net and return it to the e-mail address noted above by the closing date shown.

The College is committed to the safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced Disclosure & Barring Service check.





NORTON COLLEGE

Beyond Expectations

Our Ref: TJ/LS

October 2022

Dear Applicant

COVER SUPERVISOR – Required as soon as possible.

Thank you for your request for information and the interest you have shown in the post of Cover Supervisor. I do hope that you will apply to join our College and, if you do, please complete the application form including the section entitled 'Information in support of your application' addressing these issues:

- the experience you have that fits you for the post;
- your suitability for the post, particularly the qualities mentioned on the enclosed person specification.

The following information is enclosed for your information:

- Job Description;
- Person Specification;
- Advert;
- Why work at Norton College?

The closing date for receipt of applications is **9am Monday 17 October 2022**. We anticipate that interviews will be held later that week, but this is subject to change. Shortlisted candidates will be contacted to confirm arrangements for the day.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure & Barring check.

Thank you for the interest you have shown in this post. I look forward to receiving your application in the near future.

Yours faithfully

Mr Tim Johnson
Headteacher

JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
GRADE:	Grade E, Scale Points 6 - 8, £20,043 - £20,852, pro rata, (£10.39 to £10.81 per hour)
BASIS:	Permanent
HOURS PER WEEK:	30 hours per week, term time only
RESPONSIBLE TO:	Assistant Headteacher
RESPONSIBLE FOR:	N/A
JOB PURPOSE:	To provide cover for lessons across the College for short term requirements and undertake non-teaching duties that support the College's pastoral programme.

ACCOUNTABILITIES/ MAIN RESPONSIBILITIES

1. To cover lessons for teaching staff who are absent or otherwise occupied;
2. To supervise pupils sitting examinations, supervise pupils in the Inclusion Room or Pupil/Learning Support;
3. To work alongside teachers to provide additional support to lower ability classes when cover is not required;
4. To communicate pupil work as set out by the classroom teacher and manage classroom organisation;
5. To support the work of reading and numeracy intervention programmes by working with small groups when cover is not required;
6. To undertake appropriate training to enable you to provide additional capacity in specialist lessons and to cover where needed;
7. Working alongside teachers, provide additional capacity to large teaching groups in practical subjects;
8. To encourage good behaviour and motivate pupils to finish tasks;
9. To provide technical and administrative support for the academic and pastoral systems of the College;

10. To follow the College Behaviour Policy;
11. To participate in the College's procedures for Performance Management and to ensure on-going professional development;

OTHER GENERAL RESPONSIBILITIES

1. To attend Team meetings as and when requested;
2. To participate in training courses and CPD as required;
3. To undertake any other reasonable duties within the overall function and level of responsibility of the job;
4. To commit to safeguarding and promoting the welfare of children;

General Information

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description, and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the Trust's policies, procedures, and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the Trust's policies and supporting documentation in respect of these issues.

Equal Opportunities

Evolution Schools Learning Trust supports the principle of equality of opportunity in employment.

PERSON SPECIFICATION

Cover Supervisor

FACTOR	ESSENTIAL	DESIRABLE
PROFESSIONAL SKILLS	Good written and oral skills. Good numeracy / literacy skills. Good ICT /Technology Skills to support learning. Able to work constructively, and as part of a team. Able to work using own initiative with little support or guidance.	Able to adapt to change where necessary. An understanding of classroom roles and responsibilities. Awareness of relevant legislation relating to child protection. Working knowledge of relevant policies and legislation. An understanding of principles of child development and learning processes. Working knowledge of national / foundation stage curriculum and other relevant learning programmes and strategies.
QUALIFICATIONS AND TRAINING	Skills in literacy and numeracy	Training in relevant learning strategies and specialist knowledge in a particular curriculum area. Evidence of further qualifications.
EXPERIENCE	Evidence of interest in young people.	Invigilating internal and external examinations, under supervision. Working with pupils of relevant age in a learning environment. Managing pupil behaviour.
PERSONAL ATTRIBUTES	Good interpersonal skills. Willingness to learn and develop new skills. Calmness and self-control. Flexibility.	

21.06.2022