



Information Pack

Cover Supervisor

Oasis Academy Silvertown

October 2022

Dear Applicant

Thank you for your enquiry regarding the position of **Cover Supervisor** at Oasis Academy Silvertown.

Oasis Academy Silvertown is a successful secondary academy in the Royal Docks area of East London. Oasis Silvertown received its first Ofsted Inspection in May 2017 and were delighted to be awarded “good” with **3 “outstanding” judgements for Leadership and Management, Personal Development, Behaviour, Welfare and Student Outcomes.** We have an ambitious mission statement for all our students: Ready for University. Ready to Lead. Our mission is underpinned by our core values, which staff and students hold: Be proud, be professional, be nice, be independent, and be resilient.

We are seeking an exceptional member with untiring dedication, positivity and initiative to assist in the further development and growth of our Academy.

This is an exciting opportunity to become part of a high performing team who are passionately committed to securing the best possible life chances for the young people of Silvertown. This role will require huge amounts of resilience, perseverance for the long haul and a constant drive for innovative excellence. However, this is also a role that will be incredibly rewarding and will offer exciting progression for the future.

If you would like to apply, please complete the Application Form (CVs are not accepted). Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

If you would like to know more about OAS, please see our website <http://www.oasisacademysilvertown.org> and [twitter](#) page.

If you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

Please be aware that the deadline for this role is **5.00 pm on Monday 17 October 2022.**

Interview date for this role will be week commencing **Monday 31 October 2022.**

Completed forms should be returned to Anna DuCran, PA to Principal / Senior Leadership Administrator.

Email: anna.ducran@oasissilvertown.org

**Post: Anna DuCran
Oasis Academy Silvertown
303, North Woolwich Road
London E16 2BB**

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

A handwritten signature in black ink, appearing to be "Johanna Thompson", with a long horizontal flourish extending to the right.

**Johanna Thompson
Principal**

Job Description

POST:	Cover Supervisor
RESPONSIBLE TO:	Assistant Principal
RESPONSIBLE FOR:	Covering the supervision of classes for absent teachers
ACTUAL SALARY:	SCP 6 -10 - £22,983 - £24,684 per annum (Outer London Scale) pro-rata
LOCATION:	Oasis Academy Silvertown
WORKING PATTERN:	37 Hours per week x 39 weeks per annum (term time)
DISCLOSURE LEVEL:	Enhanced
JOB PURPOSE:	To work within an agreed system to supervise classes for teachers who may be in meetings, leading or participating in professional development or for a teacher who is absent due to illness.

SPECIFIC RESPONSIBILITIES:

A. Planning, teaching and learning

1. To supervise the classes of teachers at meetings, professional development activities or with short term illness.
2. To explain clearly to students the work set by the teacher and to help students with organisation of resources.
3. To ensure the Behaviour for Learning Policy is followed including rewards and sanctions to ensure a constructive learning environment.
4. To ensure there is a prompt and orderly start to the lesson and students are dismissed according to the school policy.
5. To complete a class register at the beginning of the lesson to be returned to the teacher with the work.
6. To assist students in the organisation of their work and to ensure the equipment is there.
7. To maintain the conditions for the completion of the work as required by the class teacher.
8. To collect in work at the end of the lesson and distribute it as required by the teacher.
9. To liaise closely with the Learning Area Leaders and the Academy Leadership Team members

10. To attend training as required.

B. Support of students and staff

- 1 To provide support in the classroom with a teacher or other activities around the school including supervision and implementation of work programmes with small groups of students when whole class cover supervision is not required.
- 2 To participate in the Academy's on call system as required.
- 3 To assist in assigning classes for cover.
- 4 To act as a Learning Guide with your Learning Family of approximately 12 students and being the first point of contact for their parents/carers
- 5 To accompany students on educational trips.
- 6 To be involved in invigilation duties as required.

C. Administration

- 1 To assist with school display and other administrative activities at times when no cover, supervision or invigilation is required.

D. Other Duties

1. To be aware of issues regarding confidentiality and child protection and work accordingly with regard to school procedures.
2. To participate in the Academy's CPD programme and Performance Management process
3. To participate in the life of the Academy
4. Other duties as can be reasonably expected by the Principal.

E. Safeguarding Children

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent in English and Mathematics Grade C or above 	<ul style="list-style-type: none"> Qualification or further study in the area of supporting learning
Experience, Skills and knowledge	<ul style="list-style-type: none"> Experience of working with children Experience of raising achievement Good communication skills Competent in ICT Commitment to extended learning 	<ul style="list-style-type: none"> Experience in a secondary school setting Involved in an extra-curricular activity Experience of working with a class teacher to plan learning activities and resources Knowledge of a community language
Personal Qualities	<ul style="list-style-type: none"> Relentlessly enthusiastic, reliable and committed Team player who is able to work collaboratively in a diverse team Able to deal with people from a broad cross-section of backgrounds at all levels internally and externally 	

	<ul style="list-style-type: none">• Ability to remain discrete when privy to confidential information• Commitment to safeguarding and promoting the welfare of children and young people.• Willingness to undergo appropriate checks, including enhanced DBS checks.• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline”• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.	
--	---	--