



## Cover Supervisor (Part Time)

Salary / grade range	Full-time equivalent salary: SCP 7 – 17, Level 3, (£20,897 - £24,857)  Permanent, Part time (18 hours and 45 minutes per week, 3 days), TTO (39 weeks)
Location	Co-op Academy Grange
Reports to	Senior Cover Supervisor

### Purpose of role:

Supervision of classes during the absence of teaching staff, maintaining good order and keeping the students on task, using set activities.

Providing support to the Academy in other ways as required including liaison with other school teams.

### Key accountabilities (and specific duties / responsibilities):

- Supervision of classes during short-term absence of teachers
- Support the work of the pastoral or administration teams when not required for lesson duties
- Maintain good order and keep students on task using pre-prepared work
- Respond to students' questions and generally assist them to undertake set activities
- Deal with any immediate problems or emergencies using the Trust and school policies and procedures
- Transfer the work and resources back to the Area or teacher and feedback on any issues
- Report back as appropriate using the agreed referral procedure on the behaviour of students in the class
- Take the register at the beginning of each session and take any necessary steps to alert other staff, parents / carers to absences
- Use ICT as appropriate to support students
- Take the register at the beginning of each session
- Contribute to Co-op overall vision, values and guiding principles of the Co-op.
- Attend and participate in training events and participate in project teams
- Attend, lead and participate in regular meetings
- Comply with policies and procedures relating to safeguarding, child protection, health,



- safety and security and confidentiality, reporting any concerns
- To carry out any other reasonable requests as and when required
  - Contacts will be internal at all levels, parents/carers, Trustees, Governors, community groups, Health, Social Services, Local Education Authority, contractors, external agencies

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Educated to NVQ Level 3 or equivalent (or have significant experience) including GCSE English and Maths (A – C) equivalent</li> <li>• Relevant higher-level qualification</li> </ul>	<p>Essential</p> <p>Desirable</p>	<p>A</p> <p>A</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Knowledge of relevant practices and procedures</li> <li>• Knowledge of methods of behaviour management</li> <li>• Experience of working within an educational setting</li> <li>• Experience of encouraging student learning</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>• Excellent numeracy and literacy skills</li> <li>• Ability to use relevant technology/ICT effectively</li> <li>• Ability to use relevant equipment/resources effectively</li> <li>• An understanding of and commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Commit to own personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role</li> <li>• High levels of integrity, honesty and credibility</li> <li>• Good co-operative, interpersonal and listening skills</li> <li>• A positive, warm and approachable personality</li> <li>• Ability to prioritise conflicting demands and remain calm and firm under pressure</li> <li>• Excellent role model</li> <li>• Team Player</li> <li>• Resilience, flexibility and the ability to retain a sense of perspective</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.