

ROLE PROFILE

#RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/careers



*Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

Job Title:	Cover Supervisor	School:	Harrogate Grammar School
Salary Grade:	Band 7 SCP 8-12	Working Hours:	37 hours per week, Monday-Friday
Contract Type:	Fixed Term to 31 st August 2027. Term time + Training Days	Location:	Harrogate

Responsible to: Headteacher

Role summary: To supervise classes during the short-term absences of the assigned teacher. The primary focus will be to maintain good order and to keep students on task. You will need to respond to questions and generally assist students to undertake set activities. Marking and assessment activities are limited to those where answers are predetermined, and no element of professional judgement is required.

Special conditions of service: No smoking policy, including e-cigarettes/vaping. Occasional requirement to work outside of school hours and off school premises.

Role specific responsibilities:

- Support students in their learning, recognising that everyone has different strengths, needs, and ways of learning.
- Work with Year Managers and Directors of School to help supervise students and provide general support in the Student Reflection Space.
- Build positive relationships with students by acting as a role model, setting high expectations, and creating an environment where everyone feels valued, included, and respected.
- Encourage students to work together, participate in activities, and engage positively with their learning.
- Consistently follow the school's Positive Achievement system, promoting positive behaviour, respect, and responsibility. Address conflicts and incidents fairly and in line with school policies.
- Provide accurate and objective feedback to teachers on students' progress, achievements, and wellbeing, supported by appropriate evidence where needed.
- Mark students' work where answers are predetermined and do not require professional judgement, keeping accurate records of progress and achievement.
- Communicate sensitively and professionally with parents and carers, as agreed with the teacher, and support parent meetings when required.
- Deliver planned learning activities and adapt support where needed to meet individual student needs and responses.



- Support students in using ICT and digital tools, helping them develop confidence, independence, and digital skills.

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile, but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission
Nurturing ambition, delivering excellence and enriching children's lives.

Our Trust Values

- Collaboration**
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.
- Integrity**
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.
- Respect**
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals

- We champion learning**
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.
- We promote wellbeing**
Ensuring the wellbeing of every child and member of staff in our Trust.
- We invest in our people**
Supporting every member of staff throughout their career to be the best that they can be.
- We innovate with technology**
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.
- We are our Trust**
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

RED KITE LEARNING TRUST

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Able to use own initiative and motivate others	*	
Ability to develop positive relationships with a wide range of young people	*	
Ability to demonstrate a commitment to equality of opportunity for all pupils	*	



Ability to contribute to wider school life	*	
Ability to monitor student behaviour, engagement and progress	*	
Ability to deliver engaging cover lessons and keep students focused	*	
Ability to work under pressure and to meet deadlines	*	
Effective written and oral communication and organisation	*	
Able to communicate effectively with staff, students, parents/carers	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	
Commitment to raising levels of achievement for all students	*	
Experience of providing pastoral support to young people that has demonstrable impact on improving outcomes	*	
High level of skill in dealing with issues relating to student behaviour	*	
Qualifications, Knowledge and Experience	Essential	Desirable
GCSE Level Education, Grade C or above (Maths, English)	*	
Degree Level of Education		*
Appropriate Knowledge of First Aid or willing to undertake training	*	
Competent ability in ICT, able to demonstrate high-level skills and working knowledge of school systems	*	
Strong numeracy and literacy skills		*
Understanding of educational issues and initiatives		*
Experience of working with young people	*	
Experience of working with students within an agreed behaviour management policy	*	
Safeguarding and Promoting the Welfare of Pupils	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

