



## Wellspring Academy Trust

### Job Description

**Post Title:** Cover Supervisor

**Department:** EYFS, KS1, KS2

**Reporting to:** Claire Faxon

**Salary within the range:** £25,323.59 (FTE £28,142.00)

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#### Purpose of the post

Wellspring Academy Trust is a growing Multi-Academy Trust with thirty-one schools, making the Trust one of the largest in the North. We are committed to making a difference to the lives and life chances of the young people and the communities we serve and believe in the potential of our team to achieve remarkable things.

An opportunity has arisen for a Cover Supervisor to join our team at Oakwell Rise Primary Academy.

We are looking for a teammate who believes in the infinite potential of little people and is passionate about their role in unlocking their future. We welcome applications from those with experience in schools and have a Level 3 TA qualification or equivalent, who are keen to develop expertise in their work.

The school is at an exciting point in its journey, with the next few years highly focused on developing excellence in all that we do. No matter what your personal aspirations for the future are, and whatever stage in your career you are at – this could be the role which enables you to take the leap into that future.

You will enjoy a diverse role with the opportunity to both lead classroom teaching and support pupils' learning in the classroom, to lead interventions throughout the day and play a full part within the school community.

We are fully committed to your professional development and believe we have the perfect conditions for growth amongst warm and friendly colleagues.

At Oakwell Rise Primary Academy, situated in Barnsley town centre, you will discover a building jam-packed full of beautiful little people, and teaching teams who are passionate about offering the very best quality provision in all aspects of the school experience – because we simply believe they deserve nothing less. We have a strong desire to ensure that our children have everything that they need to become successful adults when they leave us. If you are passionate about improving the life-chances of young people, then this could be the opportunity you have been seeking.

Visit our website <https://oakwellriseacademy.co.uk/> for more information about our school.

**If you:**

- Are enthusiastic about building positive relationships with children and adults alike
- Are committed to your own professional development
- Are a strong team player who enjoys collaboration with colleagues
- Have experience of leading learning in group and whole class situations
- Are passionate about every child's entitlement to good quality learning

...then we want to hear from you.

**What can we offer?**

- Fantastic children
- A supportive and dedicated team who enjoy high levels of collaboration
- A fun-filled career where you can truly make a difference
- Personalised CPD through our Appraisal Programme.
- Opportunities for your own professional development

Interested applicants are invited to speak with the Head of School, Claire Faxon, to find out more.

**Our Commitment to Safeguarding and Safer Recruitment**

Oakwell Rise Primary Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and create a culture of vigilance where children's welfare is actively promoted and where timely and appropriate safeguarding action is taken.

We follow safer recruitment practices to ensure that all individuals working with our pupils are suitable to do so. All appointments are subject to satisfactory references, an enhanced DBS disclosure, prohibition checks, and verification of identity and qualifications. We are committed to recruiting staff who share our high standards and expectations for keeping children safe.

**As part of our safer recruitment process:**

- All applicants will be required to complete an application form (CVs alone are not accepted)
- Shortlisted candidates will be asked to provide details of all previous employment and any gaps in employment will be explored
- We will request references from previous employers before interview, and these will be verified
- All candidates invited to interview will be required to bring original identification documents and proof of qualifications
- The interview process will include questions about safeguarding and your commitment to keeping children safe
- The successful candidate will be required to undertake an enhanced DBS check with barred list information
- We will conduct online searches as part of our pre-appointment checks
- The offer of employment will be conditional upon satisfactory completion of all pre-employment checks, including:
  - Enhanced DBS disclosure
  - Barred list checks
  - Prohibition from teaching check (where applicable)

- Right to work verification
- Verification of qualifications
- Verification of professional status (where required)
- Satisfactory references
- Health clearance
- Overseas checks (where applicable)

All staff will receive appropriate safeguarding training, including induction training on our safeguarding policies and procedures, and regular updates in line with statutory guidance.

**This post is exempt from the Rehabilitation of Offenders Act 1974. This means that certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.**

## Cover Supervisor Person Specification

Information	Essential / Desirable	How identified?
<b><u>Education &amp; Training</u></b>		
GCSEs at grade A to C (4-9) in English and Maths or equivalent	Essential	Application / Interview
Level 3 certificate or equivalent (e.g. NVQ level 3)	Desirable	Application / Interview
Training in the relevant strategies e.g. literacy and /or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE et	Essential	Application / Interview
Appropriate first aid training - Emergency First Aid at Work, Paediatric First Aid	Desirable	Application / Interview
<b><u>Experience</u></b>		
Experience working with children of relevant age	Essential	Application / Interview
Experience in specific area in a learning environment	Essential	Application / Interview
Experience of working with pupils with additional needs	Essential	Application / Interview
Experience of whole class teaching /supervisory experience	Essential	Application / Interview
<b><u>General &amp; Specialist Knowledge</u></b>		
Effective use of ICT and other specialist equipment/ resources	Essential	Application / Interview
Use of other equipment technology – video photocopier	Essential	Application / Interview
Full working knowledge of relevant policies/ codes of practice and awareness of relevant legislation	Essential	Application / Interview
Working knowledge of national/ foundation stage curriculum and other relevant learning programmes/ strategy	Essential	Application / Interview
Understanding of principles of child development and learning processes	Essential	Application / Interview
<b><u>Skills &amp; Abilities</u></b>		
Ability to self-evaluate learning needs and actively seek learning opportunities Full understanding of the range of support services/ providers	Essential	Application / Interview
Able to teach a whole class and groups effectively to enable calm learning environments	Essential	Application / Interview
Ability to relate well to children and adults.	Essential	Application / Interview
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Essential	Application / Interview
Understanding of principles of child development and learning processes and in particular, barriers to learning	Essential	Application / Interview

Information	Essential / Desirable	How identified?
Ability to plan effective actions for pupils at risk of underachieving	Essential	Application / Interview
Relevant first aid knowledge	Essential	Application / Interview
<b><u>Additional Requirements</u></b>		
To comply with all policies adopted by the Governing Body for example, Health and Safety, Equal Opportunities and data protection	Essential	Application / Interview
Demonstrate a commitment to Equal Opportunities	Essential	Application / Interview
Operate with the highest standards of personal/professional conduct and integrity	Essential	Application / Interview
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	Essential	Application / Interview
Willing to undertake training and continuous professional development in connection with the post.	Essential	Application / Interview
Work in accordance with the Trust's values and behaviours.	Essential	Application / Interview
Able to undertake any travel in connection with the post.	Essential	Application / Interview
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	Essential	Application / Interview
Satisfactory DBS disclosure to work in an environment dealing with young people	Essential	Application / Interview
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	Essential	Application / Interview
A commitment to safeguarding and promoting welfare for all	Essential	Application / Interview
<b><u>Behaviours and expectations:</u></b> All staff members are expected to adhere to and promote professional standards including the Trust and Victoria's code of conduct and values.		
<b><u>General:</u></b> The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Head of School and develop and promote high standards of professional conduct throughout the Partnership. You will receive safeguarding training in line with Keeping Children Safe in Education and our procedures linked to this. You will be expected to carry out your duties in line with Oakwell Rise's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications. You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services. You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development. As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a		

Information	Essential / Desirable	How identified?
conviction may not exclude candidates from appointment but will be considered as part of the recruitment process		

## Cover Supervisor Responsibilities

1. Use specialist (curricular/ learning) skills/ training/ experience to support pupils
2. To teach pre-set learning, maintain good order and keep pupils on task (whole class and groups)
3. Assist with the development and implementation of Individual Education/Behaviour/ Support/Risk Assessment plans
4. Establish productive working relationships with pupils, acting as a role model and setting high expectations
5. Promote the inclusion and acceptance of all pupils within the classroom
6. Ensure all safeguarding, health and safety and risk assessments are as per policy within the areas you take responsibility for.
7. Support pupils consistently whilst recognising and responding to their individual needs
8. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
9. Promote independence and employ strategies to recognise and reward achievement of self-reliance
10. Provide feedback to pupils in relation to progress, achievement, behaviour and attendance
11. Provide pastoral support to pupils (including intimate care if needed)
12. Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
13. Attend to pupil's personal needs and provide advice to assist in their social, health and hygiene development
14. Participate in comprehensive assessment of pupils to determine those in need of particular help
15. Support provision for pupils with special needs and disabilities
16. Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
17. Promote the speedy/ effective transfer of pupils phases/ integration of those who have been absent
18. Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
19. Challenge and motivate pupils, promote and reinforce self-esteem.
20. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
21. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
22. Be responsible for maintaining and updating records, information and data as agreed with the teacher, contributing to reviews of systems/ records as requested and producing analysis and reports as required
23. Undertake marking of pupils' work and accurately record achievement/ progress
24. Promote and ensure health and safety, positive values, attitudes and good pupil behaviour; dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
25. Liaise sensitively and effectively with parents/ carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/ meetings with parents, or as directed by the teacher
26. Administer and assess routine tests and invigilate exams/ tests.
27. Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
28. Create and maintain a purposeful, orderly and productive working environment
29. Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials
30. Assist in the development of lesson/ work plans, administration of coursework, work sheets etc.
31. Contribute to planning, development and organisation of systems/ procedures
32. Administer and assess routine tests and invigilate exams/tests
33. Liaise with feeder schools and other relevant bodies to gather pupil information for agreed activities
34. Be a first aider at the level deemed appropriate by leadership to keep children safe and cared for

35. Support in other areas of school life such as clubs and trips (Breakfast Club).

#### **Standard Duties in all Trust Job Descriptions**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

#### **Method of Working**

Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

#### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

#### **DBS Certificate**

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.