

Hours	32.5 hours per week, Monday to Friday 8:30 - 15:30
Grade / Salary	NJC 13 - 15 (£29,064 - £30,024 full time equivalent) £21,845.93 - £22,567.52 Annual actual
Contract Type	Permanent, term-time plus 4 INSET days (38.8 weeks)
Note	2 roles available
	<p>Main Purpose</p> <p>Teach and supervise classes or groups of students in the absence of their timetabled teacher to the highest possible standard in line with the school policies and expectations. Ensure students carry out the tasks set by the teacher with designated responsibility.</p> <p>Duties and Responsibilities</p> <p>1. <u>Organisation</u></p> <ul style="list-style-type: none"> ● Teach the class in the absence of their timetabled teacher to the highest possible standard in line with the school policies and expectations. ● Assist students in understanding the nature of the tasks set in order to minimise the effect of the teacher's absence upon the student's learning. ● Assist the classroom teacher by effective selection and preparation of teaching resources that meet the diversity of students' needs and interests. ● Keep the learning environment secure and endeavour to leave classrooms as found. ● Act on behalf of the teacher in ensuring the health and safety of students in the classroom are equal and provide fair access to learning opportunities. ● Use effective behaviour management strategies consistently in line with the school's policies and procedures. ● Liaise with the relevant team member to receive instructions, clarify matters relating to cover work, receive information about specific students and understand specific usage of classrooms or resources. ● The post holder may work with specialist groups in school including vulnerable children who may have learning, emotional and behavioural needs.

	<ul style="list-style-type: none"> • Provide direct learning support for individual students or groups of students, including those with Special Educational Needs, to achieve defined progression targets. • Support invigilation and assessment processes, recording, keeping and retrieving accurate records. Following defined procedures which achieves the attainment of standards in learning progress by the school. • Provide administrative support to staff as needed. <p>2. <u>Other Responsibilities</u></p> <ul style="list-style-type: none"> • The cover supervisor will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. • Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the cover supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher. <p>Notes:</p> <p>This job description may be amended at any time in consultation with the postholder.</p>
Further Information	Line Management
	<ul style="list-style-type: none"> • None
	Dimensions
	<p>Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.</p>
	Special Notes
<p>Safeguarding</p> <ul style="list-style-type: none"> • Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information. 	

PERSON SPECIFICATION

Job Title:	Cover Supervisor – 2 roles available
Location:	Ashton Park School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> Educated to GCSE Grade C/4 or above (or equivalent) in English and Mathematics 	<ul style="list-style-type: none"> Relevant degree Recently completed or currently completing a teacher training programme Qualified Teacher Status
Experience	<ul style="list-style-type: none"> Experience of working with young people in an educational, sporting, coaching, mentoring, youth work or similar setting Experience of supporting, motivating or leading groups of young people 	<ul style="list-style-type: none"> Experience working in a secondary school setting Experience of supervising whole classes or delivering learning activities Experience supporting a wide range of learners Experience of behaviour management within an educational setting
Skills and Knowledge	<ul style="list-style-type: none"> Ability to communicate clearly and effectively with students, staff and parents/carers Ability to establish positive relationships with young people and maintain appropriate professional boundaries Understanding of the importance of high expectations for learning and behaviour for learning Ability to follow lesson plans and instructions provided by teaching staff Good organisational and time-management skills Ability to use initiative and work independently Understanding of safeguarding responsibilities and commitment to promoting the welfare of children and young people. Competent ICT skills 	<ul style="list-style-type: none"> Knowledge of strategies to support student engagement and participation in learning Understanding of the secondary curriculum Understanding of inclusive practice and barriers to learning Awareness of current educational issues and developments
Personal Qualities	<ul style="list-style-type: none"> Enthusiasm for working with young people and supporting their success Flexible, adaptable and positive attitude to working in a structured environment A commitment to inclusion, equality and diversity Professional, reliable and punctual Ability to work on own initiative Ability to work collaboratively as part of a team. Commitment to the values and ethos of Ashton Park School 	<ul style="list-style-type: none"> Passion for helping young people achieve their potential Aspiration to pursue a career in teaching or education Commitment to ongoing professional development

Annual Appraisal

All staff must complete an annual appraisal as part of their professional learning and development at the Excalibur Academies Trust

Probation period

All new members of staff will complete a probation period as per their induction process.

Pension

All support staff will be automatically enrolled into the LGPS Avon Pension scheme.

Scale point

All staff will begin their employment at the first scale point within their salary banding and reach annual increments until the reaching the maximum scale within their pay band.

