



**Appointment of
Cover Supervisor
For September 2023**

**NJC Grade 5 SCP 7-11
£16,692-£18,356 (Pay Award Pending)
A higher grade is negotiable for a suitably experienced candidate**

**32.5 hours per week/38.4 weeks per year
Term-time plus 2 INSET Days - Part-time applications welcome**

Closing Date: Monday 19 June at noon

COVER SUPERVISOR

INFORMATION ABOUT THE POST

We are seeking to appoint, from September 2023, an enthusiastic, self-motivated person to the position of Cover Supervisor. The successful candidate will provide supervision of whole classes of pupils and ensure that set work is completed in the absence of the teacher. This role would suit anyone who has experience of or a desire to work with young people or perhaps considering a career in teaching and has a strong academic background with excellent numeracy and literacy skills.

The successful candidate will be fully immersed in academy life and will be an integral part of the teaching and learning team. There is an expectation that all staff contribute to the wider ethos and values of the school including: -

- Supporting the school's behaviour system
- Working flexibility both within and outside of lessons
- Supporting extra-curricular activities including trips and visits
- Covering for teaching staff
- When there is timetabled availability the post holder will be expected to provide cover for teaching assistants, inclusion and behaviour teams
- Supporting lunchtime and break time duties

The Fallibroome Academy is a highly successful school and contributory to its success is a very dedicated and busy support team, of which this post is part.

As well as the technical and practical skills required to carry out the work outlined in the job description, flexibility, the ability to work well under pressure and under one's own initiative and a commitment to high standards in personal work are essential. Applicants must be good team players, able to relate to a wide variety of people in a complex organisation and have the ability to respond promptly to teachers working under pressure of time.

Applicants must be able to demonstrate a good record of attendance and punctuality in previous employment and be of smart personal appearance. You must be willing to undertake additional training as required to support your own professional development.

THE POST: COVER SUPERVISOR JOB DESCRIPTION

Job Title: Cover Supervisor		Job Ref No: TFA CS1
Responsible to:	Assistant Headteacher/ Business Manager	Grade 5 (SCP 7-11)

BASIC JOB PURPOSE

Supervise whole classes of pupils and ensure that set work is completed in the absence of the teacher. Cover is provided for the short-term absence of teaching staff so that an effective and tailored school policy to cover is delivered.

MAIN RESPONSIBILITIES

1	Supervise pupils who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues.
2	Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment.
3	Respond to any questions from pupils about process and procedures so they can continue with their set work.
4	Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured.
5	Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
6	Report back, using the academy's agreed referral procedures, on the behaviour of pupils during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.
7	To participate in CPD opportunities to develop good practice.
8	Work flexibly to cover teaching staff, teaching assistants and pastoral staff. The priority for the post holder will always be given to cover in timetabled classes.
9	Ensure all duties and responsibilities are undertaken in line with the school's Health and Safety policy.
Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	

**THE POST: COVER SUPERVISOR
PERSON SPECIFICATION**

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Excellent literacy and numeracy skills		√
5 GCSEs A-C, or equivalent		√
A qualification relating to supervising and/or directing pupil activity		√
First Aid Qualification		√
Honours degree		√
EXPERIENCE		
Knowledge and experience of working in an educational environment.	√	
Experience of working with children/young people	√	
Experience of working as part of a multi-disciplinary team	√	
Classroom supervision and behaviour management skills and techniques		√
KNOWLEDGE AND SKILLS		
Ability and a commitment to work flexibly and to respond to unplanned situations		√
Ability to work independently, to manage own workload and use initiative but also able to work constructively as part of a team		√
Knowledge of individual and specific emotional, behavioural and physical needs		√
Classroom supervision and pupil behaviour management skills and techniques.		√
Understanding of the practical application of school procedures		√
Ability to use ICT packages and equipment effectively		√
Basic understanding of child development and learning principles		√
Excellent communication skills, both verbal and written		√
PERSONAL QUALITIES		
Ability to instil confidence in young and vulnerable children	√	
Ability to deal confidentially, impartially and appropriately with situations	√	
Patience, tolerance and sensitivity	√	
Good interpersonal skills and the ability to establish rapport with individuals adults and students	√	
Efficient and meticulous in organisation	√	
A desire to develop skills and knowledge through CPD		√
Ability to work additional hours as required		√
Commitment to the highest standards of child protection and safeguarding of our students	√	
Recognition of the importance of personal responsibility for Health and Safety	√	
Commitment to learning the school's behaviour management policy and practices and to implementing these procedures effectively and consistently.	√	
Commitment to the school's ethos, aims and its whole community	√	

THE POST: COVER SUPERVISOR PROCEDURE FOR APPLICATION

If you wish to be considered for this vacancy you should complete the enclosed application form. You should describe how your experience and particular achievements make you a strong candidate for this position.

Please note that only applications on the school's application form will be considered. Candidates who submit a CV only will not be short-listed. Additional sheets may be attached to the back of the application form if there is insufficient space. Please state in your application whether you are interested in a full or part-time position.

Completed applications should be returned to jobs@fallibroome.org.uk.

Closing date: Monday 19 June at noon.

If you have not heard from us within three weeks of the closing date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

The Fallibroome Academy is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

The Fallibroome Academy
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