

Job Advertisement

Cover Supervisor

Dates

Apply by – 3pm on Monday 15 July 2024
Required from September 2024

Salary

Grade 6 Scale Points 11 to 19 – full time equivalent salary £25,979 to £29,777
Pro rata salary for term time £18,553 - £21,265

Location

Preston, Lancashire

Contract Type

Part Time, 31.25 hours per week, 5 days per week, term time only (38 working weeks per year).

Contract Term

Temporary until 31 August 2025

We are looking to recruit an enthusiastic, conscientious and hardworking Cover Supervisor. This is an exciting opportunity for the right candidate, and you will work as part of a dedicated team who strive to improve the school and enhance our pupils' learning experience in every possible way.

As a Cover Supervisor you will be responsible for providing high quality cover for absent members of teaching staff. This will involve covering timetabled lessons, delivering specified teaching and supervision, setting high expectations to motivate and challenge students whilst managing behaviour effectively and promoting a positive learning environment. In periods where cover is not required you will be based in the Learning Support Department acting as a TA3.

The closing date is 3pm on Monday 15 July 2024 and interviews and assessments will be scheduled for Wednesday 17 July 2024.

Full time posts are 37 hours per week and working hours for this post will be 31.25 hours per working week

- Monday to Friday 8.30 am to 3.15 pm
- Lunch is a 30-minute unpaid break from 1.15pm to 1.45pm each day
- A degree of flexibility will be required from time to time to be able to attend department meetings, staff meetings, training, and school events

Prospective candidates are encouraged to contact the school for a tour prior to the final application.

All applications should be on the Penwortham Priory Academy application form, CV's will not be accepted. In your application you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position and should demonstrate how you meet the requirements in the person specification below.

Applications should be emailed to Mrs S Spencer, Academy Manager via s.spencer@priory.lancs.sch.uk with 'Application for Cover Supervisor - your name' in the subject line.

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS clearance.

Note: We will always consider your references before confirming a job offer in writing.

It is an offence to apply for the role if barred from engaging in regulated activity.

Job Description

Post Title:	Cover Supervisor
Job Category:	Educational Support Staff
Grade:	6
Role and Responsibilities /Key Purpose	<ul style="list-style-type: none"> To work with teachers as part of a professional team to support learning by providing cover when required. When not required you will be based in the Learning Support Department acting as a TA3.
Reporting to:	Assistant Principal (Cover) / SEND Co-Ordinator (TA)
Responsible for:	N/A
KEY DUTIES:	
	<ul style="list-style-type: none"> To assist in providing a purposeful, orderly and supportive environment for learning To undertake cover supervision for whole classes To communicate the work set by the class teacher to the pupils To manage the behaviour and conduct of pupils whilst they are undertaking work set to ensure a constructive learning environment To take registers where necessary To provide reading support to pupils To arrange small group work To take care for their own and other people's health and safety To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork Establish constructive relationships with the pupil and interact with them according to individual needs Promote the inclusion and acceptance of all pupils Use strategies, in liaison with the teacher, to support pupils to achieve learning goals Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
Extra Information	<ul style="list-style-type: none"> Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop Contribute to the overall ethos/work/aims of the school Appreciate and support the role of other professionals Attend and participate in relevant meetings as required Participate in training and other learning activities and performance development as required Assist with the supervision of pupils out of lesson times, including breaktimes and at lunchtime Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

School Ethos

All employees have a responsibility to:

- contribute to the Academy's vision to be 'first choice, locally respected and nationally recognised'
- support our pledge to make Priory a school where individuals 'learn to succeed'
- contribute to the four pillars of the Academy's Strategic Development Plan – Learning & Teaching, Stakeholders (Community and Primary), Reputation (Pastoral and Academic) and Resources

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards any future CPD / qualification

Person Specification

Personal Attributes required (on the basis of the Job Description): Cover Supervisor	Essential (E) or Desirable (D)	Assessed by: Application (A), Interview (I) or Test (T)
Qualifications <ul style="list-style-type: none"> • 5 GCSE passes at Grade A-C or equivalent • NVQ Level 3 for Teaching Assistants or equivalent • Other relevant qualifications specific to this post • Willingness and ability to obtain and/or enhance qualifications and training and development in the post. • First Aid trained 	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p>
Experience <ul style="list-style-type: none"> • Experience of covering lessons • Experience of working in a classroom environment • Experience of managing own workload and prioritising task to ensure everything necessary is accomplished. • Experience of working as part of a team 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p>
Knowledge/skills/abilities <ul style="list-style-type: none"> • Relate well to young people and their families / carers from different ethnic and social backgrounds and ability to build positive relationships • Ability to be flexible in order to adapt to changing priorities and to respond to changing needs on a day-to-day basis • Excellent oral and written communication skills • Ability to prioritise conflicting demands and manage own workload • Ability to demonstrate good organisational and time management skills • Ability and willingness to work individually using own initiative • Excellent communication and motivational skills to engage young people • Ability to make effective use of ICT • Ability to maintain strict confidentiality • Ability to set and maintain high professional standards • Knowledge of arranging cover on a day-to-day basis • Ability to organise cover work and liaise with teaching staff • Knowledge of numeracy and literacy strategies • Knowledge of Foundation Stage/National curriculum 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p>
Other Qualities/Requirements <ul style="list-style-type: none"> • Interest in the education of young people • Dedicated to keeping children safe in education • Capable of working effectively as a member of a team • Willing to work evenings when required for school events • Willingness to undertake training in First Aid 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p>