



Brinsworth Academy

# Cover Supervisor

Part of



Multi Academy Trust

## Post Title: Cover Supervisor

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We are currently looking to appoint a suitably qualified Cover Supervisor to join the Academy. The post has arisen due to a member of our current team retiring.

The successful candidate should be willing to commit to a programme of professional development that will prepare them to work in the classroom. The post would appeal to individuals who are self-directed and have good interpersonal skills.

We welcome contact to discuss this post, as well as visits to our academy.

Closing date: Applications are to be received no later than 9:00 a.m. on Friday, 14<sup>th</sup> September 2018.

Interviews will be held week commencing 17<sup>th</sup> September 2018.

### Cover Supervisor

The role of Cover Supervisor is one which has evolved over recent years. The primary role of our Cover Supervisors is to deliver pre-prepared lessons to classes whose teacher is involved in other activities or who is absent. When not actively involved in lesson the Cover Supervisors complete work to support students or the day to day running of the academy.

The role of the Cover Supervisor is vital, ensuring lesson continuity and providing students with a person familiar with school procedures and policies.

An initial training programme is designed to provide a broad range of knowledge and experiences including details of school policies and procedures, behaviour management techniques, teaching and learning styles, health and safety and first aid. This will then be followed by regular staff development throughout the year.

We believe the academy is a vibrant, pleasant and friendly place to work. There is great cohesion amongst colleagues and a strong ethos of cooperation amongst teams of both teachers and support staff. We are a successful academy and are ambitious to become the region's best-performing school.

# Job Description

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The successful candidate will be expected to carry out the following tasks and may, in addition, be allocated specific responsibilities after discussion with the line manager.

To take a full and active role in the school, particularly

## Curriculum Issues e.g.

- Supervise classes and deliver pre-prepared lessons when staff are involved in professional development activities and to cover short-term absences
- Invigilation of examinations
- Set appropriate and demanding expectations of achievement and behaviour
- Implement school policies and procedures
- Participate in educational visits as required

## Student Support

- Encourage and motivate students to maximise their learning potential
- Liaise with Form Tutors regarding student behaviour and/or progress
- Monitor attendance within the lesson

## Training Issues

- Attend and participate in all training sessions

The Cover Supervisors are line-managed by the Assistant Principal.

## Person Specification

Attributes	Essential	Desirable	Evidence
Relevant Experience	Experience of working with young people		AF/I/R
Education and Training	Good standards of educational success at 16 and at 18	Education to degree level	AF
	Level 2 English and Maths or equivalent	ICT capability level 2 or above	
		First Aid qualification	
		GCSE (or equivalent) English and Maths at Grade B or above.	
Knowledge and Skills	Highly motivated with excellent communication and interpersonal skills	Knowledge of current educational initiatives	AF/I/R
	Flexibility and enthusiastic approach to work	Willingness to develop new skills	
	Can work independently and as part of a team		
	As part of the interview process your ability and state of knowledge with regards to issues of safeguarding and promoting the welfare of children will be assessed.		
Additional Factors	A commitment to the values and vision of Brinsworth Academy		AF/I
	A desire to help students learn		
	A view that all students can achieve success		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people		

AF – Application Form; R – Reference; I – Interview

Appointments are made subject to an enhanced Disclosure & Barring Services check.

## Probation

Appointments to the service of Brinsworth Academy shall be subject to satisfactory completion of a period of probation of six months. This rule of probationary service shall not apply to an offer transferred from the service of another Authority or from any other school accepted by the employing Authority as appropriate to this post.

Brinsworth Academy's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our academy.

Application forms and all supporting information can be downloaded from the Academy website: [www.brinsworthacademy.org.uk](http://www.brinsworthacademy.org.uk)

Completed applications should be returned either by post to: Caroline Fullelove, HR at Brinsworth Academy, Brinsworth Road, Brinsworth, Rotherham, S60 5EJ or by email to [hr@brinsworth.rotherham.sch.uk](mailto:hr@brinsworth.rotherham.sch.uk)

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face.

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