



**Recruitment Pack**

**Cover Supervisor**

Dear Applicant

Thank you for your interest in the position of **Cover Supervisor** for The Thetford Academy.

From the information provided I hope you will become as excited as we are about the opportunities provided by this new venture in Thetford. Students and staff from the two predecessor schools transferred to the Academy when it opened in September 2010.

**The Thetford Academy will:**

- Provide aspirational educational opportunities for all the young people of secondary school age in Thetford and work seamlessly with the town's primary schools and other children's service professionals to deliver outstanding services to benefit all families in the town
- Be literally at the centre of the community with an exciting new town centre building complementing buildings on the sites of the two predecessor schools
- Enjoy the support of a wide range of businesses, voluntary sector and community groups as well as its sponsors
- Be at the centre of an ambitious agenda which will address decades of educational underachievement and related deprivation in the town.

We believe that The Thetford Academy will become a beacon school for the area. The lead sponsor of the Academy is Easton College the co-sponsors are Wymondham College and West Suffolk College with Norfolk County Council. All the sponsors are committed to working with the Academy Principal to bring about real transformation in the life chances of young people in Thetford.

We are seeking to appoint a **Cover Supervisor** who will support and contribute to the ethos and vision of the Academy.

We look forward to receiving your application.

Yours sincerely

Cathy Spillane

**Principal**

## **Advertisement:**

### **Cover Supervisor**

**Grade E point 18 – 20**

**32.5 hours per week, Term time + 1 week**

**£12850**

To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep pupils on task while maintaining good order.

If you are passionate about preparing young people for their futures, would like to be part of an exciting stage in developing the learning opportunities for students and their families in Thetford, you can request an application form and pack by calling 01842 754875 or email [recruitment@thetfordacademy.com](mailto:recruitment@thetfordacademy.com)

The closing date is 29<sup>th</sup> February 2012

Interviews will be held w/c 12<sup>th</sup> March 2012

## **Job Description:**

**JOB TITLE:** Cover Supervisor

**GRADE:** Grade E point 18-20

**Hours of Work:** 32.5 hours Monday to Friday

**Weeks Worked:** Term Time plus one (39 Weeks)

### **1. PURPOSE AND SCOPE**

1.1 To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep pupils on task while maintaining good order.

1.2 Cover supervisors can respond to general questions and provide general feedback to the teacher. The cover supervision role will normally include other activities, or be part of a wider role in the school, e.g. teaching assistant, technician or administrative roles.

### **2. ORGANISATIONAL RELATIONSHIPS**

2.1 Responsible to a Senior Teacher or a Head of Department and works under the general direction of a class teacher when supervising lessons. Cover supervisors may work within particular departments on a long term basis so as to improve the continuity of education during

teacher absence and increased understanding and familiarity with the curriculum and the pupils working within that department

### **3. PRINCIPAL ACCOUNTABILITIES**

#### **Support for pupils**

- 3.1 Supervise pupils while they are engaged in learning activities and deal with immediate problems and emergencies.
- 3.2 Manage pupils' behaviour within the ethos and behavioural policies of the academy.
- 3.3 Set high expectations of conduct whilst acting as a role model.
- 3.4 Respond to pupil queries on procedures while keeping pupils on task.
- 3.5 Promote the inclusion and acceptance of all pupils within the classroom within the academy policies and procedures of equal opportunities.

#### **Support for teachers**

- 3.6 Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of pupils.
- 3.7 Collect and pass on any completed work.
- 3.8 Maintain and pass on any appropriate records as agreed beforehand with the teacher.
- 3.9 Provide support and assistance to teaching staff in large examinations or test groups.

#### **Support for the curriculum**

- 3.10 Support the use of ICT within the lesson as appropriate.
- 3.11 Understand and ensure appropriate organisation/use of the classroom, equipment and resources.

#### **Support for the academy**

- 3.12 Accompany groups of pupils on school trips ensuring their health and safety (to be at discretion of lead teacher).
- 3.13 Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 3.14 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 3.15 Participate in training and other learning activities as required.

3.16 Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Principal/Vice Principal.

## **MISCELLANEOUS**

To undertake any further tasks which can reasonably be expected by the Principal.

The Data Protection Act 1998 renders an individual liable for prosecution in the event of unauthorized disclosure of information

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognized codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the schools Equal Opportunities Policy.

## **4. PERSONNEL SPECIFICATION**

### **Experience**

Experience of working in a support capacity in a school with pupils of relevant age or in an appropriate learning environment.

### **Qualifications/Training**

- Good Literacy and Numeracy skills and to NVQ 2 level is highly desirable;
- Good general level of education and to NVQ 3 level is highly desirable.

### **Knowledge/Skills**

- Basic knowledge of first aid;
- Understanding of relevant policies and procedures;
- Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment;
- Working knowledge and skills of ICT to support learning (highly desirable);
- Ability to encourage pupils to learn using pre-set material;
- Ability to undertake varied duties;
- Ability to demonstrate limits of responsibility;
- Ability to work under direction of different people and as part of a team;

- Good communication skills with people at all levels;
- Ability to gain respect of pupils through manner of confidence and authority;
- Able to organise own workload in the context of varied tasks;
- Able to work calmly under pressure- Ability to critically evaluate own performance and make any necessary changes to be more effective.

## **5. APPROPRIATE USE OF COVER SUPERVISORS**

5.1 Cover supervision should only be used for short-term absences. These might be known in advance (for example, where a teacher has a medical appointment or is undergoing professional development) or unexpected (for example, absence due to illness). Longer term absence – e.g. due to long-term sick or maternity leave should be covered by a teacher.

5.2 Headteachers will exercise their professional judgment in determining what should be regarded as a “short-term” absence for these purposes. There will be a number of considerations which the Headteacher will need to take into account when deciding whether the use of cover supervision is appropriate or not.

The key factors are: -

- a) the extent to which continuity of learning can be maintained;
- b) the length of time a particular group of pupils would be working without a teacher;
- c) the proportion of the total curriculum time affected in a specific subject over the course of the term.

5.3 For example, in a setting where a class is predominantly led by one teacher for the majority of the day, it is likely that cover supervision will very quickly become “specified work” and active teaching would be required. This would therefore fall under the Education (Specified Work and Registration) (England) Regulations. In any case, it would clearly be inappropriate in such settings for a class to be ‘supervised’ for more than three consecutive days.

5.4 On the other hand, where pupils are only timetabled for occasional lessons which are affected by teacher absence, the use of cover supervision over a

longer period of time may be appropriate.

A CRB Enhanced Disclosure will be required.

Please return your completed application via email to:

[recruitment@thetfordacademy.com](mailto:recruitment@thetfordacademy.com)

Or by post to:

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Croxtan Road  
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