



Fareham  
Academy

Unlocking Potential  
Creating Opportunity

## Cover Supervisor

Grade C:

37 hours a week (Term time only plus extra week) 40 weeks per year

Monday to Thursday 08:00 until 16:30 & Friday's 08:00 until 16:00

Actual Salary - £16,901 to £17,800 per annum  
(£19,265 - £20,290 FTE)

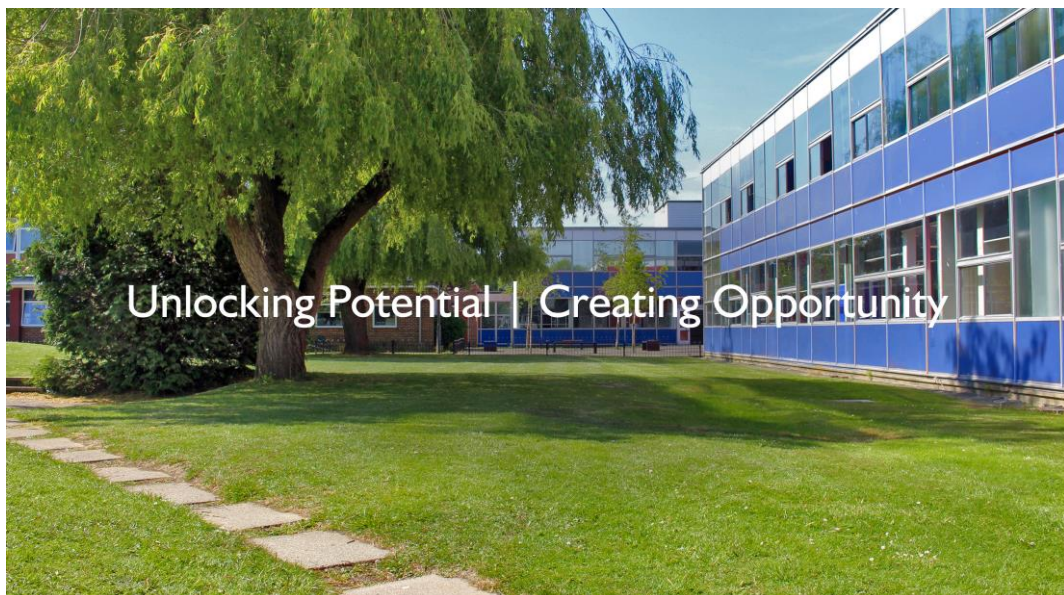
***Start Date: As soon as possible***

**Closing Date: 26 May 2022**

Further information and an application pack, please visit the Academy's website

<https://www.fareham-academy.hants.sch.uk/vacancies>

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## Letter from Headteacher

Dear Applicant

I am delighted that you are expressing an interest in working at Fareham Academy. We are a caring and forward-thinking school, where academic achievement and the personal development of each child go hand in hand. Our motto “Unlocking Potential – Creating Opportunity” supported by our “Kindness” ethos captures the ambition we have for all our students.

We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process. Indeed, it was the students and the team that inspired me and many others to join Fareham Academy.

If you have any questions on the recruitment process, please email [g.payne@fareham-academy.co.uk](mailto:g.payne@fareham-academy.co.uk) or visit our website:- [www.fareham-academy.hants.sch.uk](http://www.fareham-academy.hants.sch.uk)

Yours faithfully

Christopher Prankerd  
**Headteacher**



## **Cover Supervisor**

Due to a promotion, Fareham Academy has an opportunity to appoint a Cover Supervisor to join their dedicated team and to provide full support to the staff and students.

This is a fantastic opportunity for an individual who is motivated and passionate about the education of young people. The successful candidate will ensure the good behaviour of our students and make sure students engage in their learning during short-term absence of teachers. Cover work will be supplied for you to use as a basis for the lessons and we will also determine your subject specialisms with you as a preference.

Excellent interpersonal skills are required for this post as our successful candidates need to demonstrate that they can build good rapport with staff and students alike.

This post is ideal for an individual with an interest in developing a career in teaching as the experience you can gain from this is first-hand and also for those who may have had experience within the education sector beforehand. Please note that whilst previous experience within an education environment is desirable, full training will be provided for successful candidates.

About the role

- You will administer clear instructions to the class, based on the detailed work set and actively supervise students as they carry out work.
- You will inform the subject teacher of any non-participation by individual students.
- You will contribute to the evaluation of work set for cover lessons
- You will provide feedback on learning activities and contribute to Academy review and development planning
- You will contribute to behaviour management within the Academy in accordance with the school's Behaviour Policy

## **Your opportunity**

The successful candidate will be:

- Highly motivated and committed
- Good numeracy/literacy skills educated to GCSE level standard or equivalent with passes including English & Maths at Grade C or above.
- Well organised and punctual with a professional attitude to work
- Will to work as part of a hard-working, dedicated team
- Positive, proactive, with a good sense of humour who is willing to work flexibly to meet the changing needs of the school
- Be an active member of school life and actively subscribe to the ethos of the school
- Believes in young people
- Sets high expectations of themselves

In return we will offer you:

- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement
- Opportunities for further professional development
- A caring and supportive working environment within a vibrant school community
- A personalised CPD programme suited to staff requirements
- Employee Assistance Programme (EAP) Staff well-being

Post Details		Last Updated 06.04.22				
<b>Department:</b>	Whole School					
<b>Job Title:</b>	Cover Supervisor					
<b>Salary:</b>	Grade C Hours: 37 hours a week, 40 weeks per year					
<b>Responsible to:</b>	Head of Teaching & Learning					
<b><u>Job Purpose Statement</u></b>						
To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short-term absence of teachers.						
<i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i>						
Qualifications		Essential/ Desirable	A	I	L	R
Level 2 qualifications (at least 5 GCSEs at C grades and above) or equivalent including English and Maths at C grades and above		E	*		*	
Evidence of Continuing Professional Development		E	*		*	
Professional Knowledge and Understanding		Essential/ Desirable	A	I	L	R
Able to deliver services and systems applicable for effective School management		D	*			*
Able to deliver value for money initiatives		E		*		*
Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs		E		*		*
Understanding of promoting positive relationships with the School partners and local community		E		*		*
Experience		Essential/ Desirable	A	I	L	R
Excellent experience and knowledge of IT support learning		E	*	*	*	*
Excellent numeracy & literacy skills.		E	*	*		
Experience of working within a school		E	*			
Leadership and Management Skills		Essential/ Desirable	A	I	L	R

Ability to prioritise, plan, organise and manage work life balance	E	*			*
Ability to work as an effective team player, understanding the strengths and weakness of others to help team development	E	*	*		
Excellent time management and organisational skills	E		*		
Excellent interpersonal, presentation and communication skills, both written and spoken	E	*	*		*
Ability to contribute to wider school administration and initiatives	D	*	*		*
<b>Communicating &amp; Influencing</b>	<b>Essential/ Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Ability to influence desired student behaviour	E			*	
Ability to generate enthusiasm in students	E			*	
Excellent communication skills, able to clarify and explain instructions	E		*	*	
<b>Other skills &amp; Behaviours</b>	<b>Essential/ Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Ability to stay calm	E			*	
Empathy with students and sympathetic to their needs	E			*	
Professionally discrete and able to respect confidentiality in particular areas	E				*
<b>Safeguarding Children</b>	<b>Essential/ Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
Committed to safeguarding and promoting the welfare of children and young people (References)	E	*	*		
<b>Equality</b>	<b>Essential/ Desirable</b>	<b>A</b>	<b>I</b>	<b>L</b>	<b>R</b>
<ul style="list-style-type: none"> <li>The ability to ensure that there is equality of access to educational attainment</li> <li>All aspects of equality are adhered to</li> </ul>	E	*	*		
<b>Personal and Professional Qualities &amp; Attributes</b>	<b>Essential</b>				
<ul style="list-style-type: none"> <li>Excellent organisational ability</li> <li>Ability to organise own teaching resources and activities to deadline and quality standards</li> <li>Ability to plan, manage, organise and assess teaching objectives</li> <li>Ability to contribute to the design of subject units, curriculum development and new teaching approaches</li> <li>Inspire, challenge, motivate and empower the school community to carry forward a shared vision.</li> <li>Build and maintain effective relationships.</li> <li>Think strategically, create, maintain and share a coherent school vision.</li> <li>Manage change, conflict and empower individuals and teams.</li> <li>Listen to, and reflect on, feedback from others, including colleagues and governors.</li> <li>Think creatively to anticipate and solve problems</li> <li>Prioritise, plan and organise themselves and others</li> <li>Set &amp; achieve ambitious, challenging goals and targets</li> <li>Knowledge/understanding, consistency, complete finisher, supportive/loyal/trustworthy/effective communicator, take initiatives, follows up, creates sustainability and motivates.</li> </ul>					

## Organisational Information

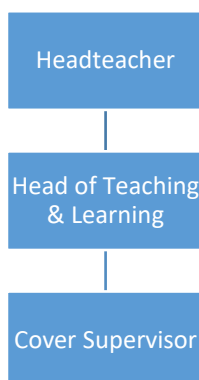
### All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the school's Health and Safety Policy.

**Undertake such other duties within the scope of the post as may be requested by your Manager.**



## Main Responsibilities/Activities:

***This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose.***

***More specifically the post holder will be expected to:***

### Main duties and responsibilities:

- To work under the guidance of teachers and/or members of the school Leadership Team and within an agreed system of supervision.
- To support individuals and groups of students to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.
- To supervise whole classes during the short-term absence of the teacher. The main focus of such cover will be to respond to questions, assist students to undertake set activities and stay on task and maintain order.
- To act as an examination invigilator, when required. To provide administrative support for the school when not required for cover invigilation.
- Support for students when supervising classes in the absence of the teacher
- To invigilate internal and external examinations when required.
- To assist with after school activities including homework club.
- To register and record student attendance.
- To instruct students regarding the work left by their teacher.
- To provide students with the necessary resources for their learning.
- To enable orderly entrance and exit of classrooms.
- To promote the inclusion and acceptance of all students within the classroom.
- To create a calm and purposeful environment in which students can complete work set by the classroom teacher and engender high expectations.
- To follow school systems and procedures on behaviour management.
- To report back as appropriate using the school's referral procedures on the behaviour of students during the class and any issues arising.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.

- To collect any completed work after the lesson and return it to the appropriate teacher.
- To liaise with teacher(s) about cover work.
- To be aware of particular students' specific needs as identified in IEP's.
- To support students in using basic ICT as directed.
- Support for the School
- Support for the Curriculum when supervising classes in the absence of a teacher.
- To collate a bank of supervision work in liaison with the relevant members of the teaching staff.
- Be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for students.
- Attend and participate in regular meetings, including staff meetings and CPD.
- Participate in training and other learning activities and an annual performance review as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate.
- Undertake planned supervision of students' out-of-school-hours learning activities.
- Assist with the supervision of students out of lesson time, including before and after school and at break and Lunch times.
- Supervise students on visits, trips and out-of-school activities as required.
- Provide clerical/admin support, e.g., photocopying, typing, filing, collecting money etc.

This Job Description is current and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Fareham Academy Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

Please note: academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

Fareham Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, two satisfactory references and where applicable, a prohibition from teaching check will be completed for all applicants. In line with our commitments to safeguarding.