

# The South Wolds Academy and Sixth Form



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## *Lead Cover Supervisor Application Pack*

*September 2022*

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Dear Applicant

**Lead Cover Supervisor**

Thank you for your interest in this post. Further details of the post can be found in this booklet and an application form is available on the East Midlands Education Trust website for your information

The South Wolds Academy is a popular, high-attaining 11-18 school. Our main aim is to enable every student to achieve their academic and social potential. We strive to achieve outstanding attainment and care, guidance and support, underpinned by a strong programme of enrichment that prepares our students for the rest of their lives. In December 2019 OFSTED judged us to be a good school with many outstanding features and the most recent report can be found on our website. We are regularly one of the 10 highest performing schools in Nottinghamshire and our “culture of high achievement is prevalent in all that we do.

At the centre of our improvements are outstanding staff who are committed to taking every possible step to enable our students to enjoy and succeed. If you are successful in your application for this post then you can rest assured that we will be absolutely committed to your professional development, work-life balance, and career aspirations. Governors, senior leaders and I are committed to enabling all staff to fulfil their roles successfully, to flourish professionally and prepare for the next stage of their career.

Perhaps our school is best summed up by OFSTED who reported that “pupils achieve well within a culture of high ambition” and “teachers have high expectations of what pupils can achieve”. We are looking for someone who can make a major contribution to our great school and further enhance our students’ experience.

We would urge all candidates to explore the school website [www.southwolds.co.uk](http://www.southwolds.co.uk) to find out more about our great school and students. Alternatively you can follow us on twitter (@SouthWolds) or Facebook for an easier way of staying in touch.

South Wolds is an exciting place to work – a place where staff and students do have a smile on their faces. We would be delighted to hear from you if you decide to apply for this post. Please complete an application form and statement (no more than two sides of A4 in Calibri 11) explaining:

- How your training and experience to date have prepared for you this post;
- What difference you will make to the students if you are appointed; and
- Why we should appoint you to this post.

This statement should be completed instead of answering question 6 on the application form.

We look forward to hearing from you. The closing date for applications is 9.00 am on Monday 26<sup>th</sup> September 2022. If you have any queries then please contact Jo Egglenton by phone or email [jegglenton@southwolds.notts.sch.uk](mailto:jegglenton@southwolds.notts.sch.uk)

Yours sincerely

Halina Angus  
Head Teacher

## Job Description



<b>1. Title of Post:</b>	<b>Lead Cover Supervisor</b>
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<b>2. Accountable and Responsible to:</b>	Assistant Head Teacher – KS4 Progress and Quality of Teaching
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<b>3. Grade:</b>	Scale 6
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<b>4. Main Purpose of the Job:</b>	
1.	To organise and run the study support facilities.
2.	To provide appropriate line management and support for any staff working in the study support facilities.
3.	To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures.
4.	To assist the Examinations Officer with the administration and supervision of internal and external exams.

<b>5. Main Responsibilities of the Job:</b>	
1.	To liaise with Subject Performance Leaders to ensure appropriate work is being set and is available in a timely fashion. To report concerns to the SLT via line manager.
2.	To meet agency staff in reception, following their introduction and induction from the Office Manager, and ensure that they are familiar with the requirements of the day. Liaise with the Office Manager regarding feedback for agencies.
3.	To ensure cover work is collated for the day and distribute to the team of cover supervisors and agency staff.
4.	To make suggestions to the senior leadership team via line manager for the further development of the study support facilities.
5.	Support students' learning activities.
6.	Promote positive behaviour.
7.	Help to keep students safe.

8.	Prepare and maintain the learning environment.
9.	Use ICT to support students' learning.
10.	Invigilate tests and examinations or support students in classrooms as directed.
11.	Develop and promote positive relationships.
12.	To promote the inclusion and acceptance of all students within the classroom.
13.	Develop and maintain working relationships with colleagues.
14.	Reflect and develop on your own practice.
15.	Liaise with teacher(s) about cover work.
16.	Explaining to students the work that has been set and actively circulate around the teaching space to ensure students are working hard and focused on the tasks set.
17.	Respond clearly and positively to students about the work that has been set.
18.	Collect all work completed at the end of the lesson and returning it to an agreed person/place.
19.	Leave the room in good order at the end of the lesson.
20.	Supervise the calm entry and departure of the students.
21.	Record and report attendance in line with the school policy.
22.	Report back as appropriate using the schools' agreed referral procedures on the behaviour of students during the class and any other issue arising.
23.	Deal with any immediate problems or emergencies according to the schools' policies and procedures.
24.	Follow school policies especially those relating to child protection and health and safety.
25.	Respect confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.
26.	Assist the examinations officer in all the administration and setting up on any day with internal or external exams including starting exams and supervising students.
27.	Be the on call help to support invigilators during exams.
28.	Assist the examinations officer in all the administration, supervision and organisation for the end of exams including being present in the exam room to end the exam and supervise students.
29.	To undertake break and lunchtime duties as directed.
30.	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

<b>Person Specification</b>	<b>Essential/ Desirable</b>
<b>Qualification Criteria</b>	
Five A*-C passes at GCSE (or equivalent) including English and Maths	E
Qualified to degree level	D
<b>Experience</b>	
Experience of working with young people or adults in a paid/voluntary capacity	E
Previous experience of working with children or young people	D
<b>Personal Characteristics</b>	
Genuine passion and a belief in the potential of every student	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and students	E
Able to follow instructions accurately but make good judgements and lead when required	E
Motivation to continually improve standards and achieve excellence	E
Committed to the safeguarding and welfare of all students in the academy	E
<b>Specific skills</b>	
Good communications skills, written and oral	E
Excellent numeracy and literacy skills	E
Competent with computers and other technology	E
Able to understand and implement strategies and methods to help students make good progress	E
Understand the importance of confidentiality and discretion	E
<b>Other desirable skills</b>	
The willingness to run an extra-curricular activity for students across the academy	D

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.