



Cover Supervisor



Co-op Academy  
Belle Vue

## Welcome from the Head of Academy

Thank you for your interest in applying for the role of Cover Supervisor at Co-op Academy Belle Vue. As a member of our team, this role offers an opportunity to ensure that standards across the school are outstanding.

*100% of staff say leaders have a clear and ambitious vision for providing high-quality education to all pupils. This is realised through strong, shared values, policies and practice.*

Staff 'Big Voice' Survey 2023

Co-op Academy Belle Vue opened in September 2021 as the newest secondary school in the Co-op Academies Trust. We align our culture with the trust 'ways of being' and our unique CARE principles. Our academy is:

- A cooperative community where pupils from different backgrounds, beliefs and cultures grow together, developing the skills and character they need to be successful beyond their time at the academy
- A community where staff work together to create an inclusive, welcoming and highly ambitious learning environment
- A community where local residents and organisations are empowered to work together for the success of all.

*Easily in the top 5% for behaviour in the country*

Tom Bennett, March 2024

At Co-op Academy Belle Vue, we do things differently and better. We deliver an outstanding well rounded quality of education for our students with an entitlement of the most powerful knowledge for all. The implementation of our curriculum is securely embedded and our intent statement is consistently implemented.

Our new building represents not just bricks and mortar, but an investment in the future of our students and community. We are excited to offer our students access to the latest resources and technology, and to provide them with an inspiring and dynamic learning environment. We empower our students to think creatively, to collaborate, and to achieve their full potential. We will strive to foster a culture of excellence and inclusivity, where every student feels safe, valued and supported

At Co-op Academy Belle Vue, we are committed to creating something special, a culture of high expectations with the ways of being and our CARE principles at the heart of everything we do. Our goal is to provide an exceptional educational experience for our students and to foster a community where everyone feels valued and supported. To achieve this, we are looking for an experienced cover supervisor. As a member of our cover team, you will be dedicated to creating an environment where students feel inspired to learn, where teachers feel supported to teach, and where everyone feels invested in the success of the school.

*I feel supported with my mental health and with my workload. I can have an honest conversation with all members of SLT, I feel like staff genuinely care across the board*

Staff 'Big Voice' Survey 2023

The ideal candidate will be an experienced Cover supervisor, with the ability to enthuse, motivate and inspire children, generating a love for learning. You will cover short-term absences of a teacher. On occasion, and by mutual agreement, a cover supervisor may be asked to cover classes for an extended period. Exceptional teamwork, high standards and a capacity for hard work will be at the core of your success. You will be a creative thinker with an ability and determination to develop Co-op Academy Belle Vue as a beacon of excellence in all areas, in order to secure high quality outcomes for all pupils.

The successful candidate will have recent experience and evidence of substantial impact on the improvement of a school or academy in areas relevant to this role.

Scott Fletcher  
Head of Academy

The deadline for applications is 12 noon on the 21st November 2024  
with interviews being held on the 25th November 2024

#### HOW TO APPLY

We are now only accepting applications through FaceEd. Please apply online on our vacancy website <https://co-opacademiustrust.face-ed.co.uk/Vacancies>



# Job Title : Cover Supervisor

Salary / grade range	Grade 5 SCP 12-19, 37 hours p/week, Term Time + 5 days (permanent) Salary : (full year equivalent £27,930 - £31,478), Actual pro rata salary £23,038 - £25,964
Location	Co-op Academy Belle Vue
Reports to	Senior Leadership Team

## Purpose of role:

To cover short-term absences of a teacher. On occasion, and by mutual agreement, a cover supervisor may be asked to cover classes for an extended period.

## Key accountabilities (and specific duties / responsibilities):

### Specific responsibilities :

- Supervise work that has been set in accordance with academy policy.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Assist students with their work when appropriate.
- Respond to any questions from students about process and procedure.
- Deal with any immediate problems or emergencies according to the academy's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher.

- Report back as appropriate using the school's agreed referral procedures on the behaviour of the pupils during the lesson, and any issues arising.
- Liaise with parents on a day to day basis regarding concerns in a lesson.
- Take an active role on Review Days: meeting students & parents: reviewing progress, attendance and behaviour; setting targets.
- Cover long term absence or vacant post if appropriate. In this instance the cover supervisor would, with the help of the Faculty leader, plan and deliver lessons, mark students' work and carry out student assessment. Attendance at Parents' Evenings would then be a requirement.
- Cover supervisors are linked to a core subject so that they are involved in specific training and intervention.
- Mentor students when appropriate.
- Have a specific whole school role.
- When not needed for cover, provide additional support to teachers in classrooms or carry out administrative tasks.
- Participate in training as appropriate

#### Monitoring and Assessment

- With teachers evaluate students' progress through a range of assessment activities.
- Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
- Assist in maintaining and analysing records of students' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific students.

- Support the teaching staff with reporting students' progress and achievements at parents' meetings which are usually held outside academy hours (either through attendance at targeted evenings or input to parents' consultation evenings).

#### Mentoring, Supervision and Development

- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.
- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work and aims of the academy by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

#### Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant academy policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement academy child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of students throughout the academy and escort and supervise students on planned visits and journeys as appropriate.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their work for their child's attendance, access and learning, and supporting home to college and community links.
- Assist teachers by, where appropriate, receiving instructions directly from professional or specialist support staff involved in the students' education. These may include social workers, health visitors, language support staff, speech therapists and educational psychologists.

## Other

- The postholder will be subject to performance objectives, which will be agreed and reviewed annually.
- The postholder is expected to carry out such other duties as may reasonably be assigned by the Head of Academy.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including;

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Personal attributes required (based on job description):	
Attributes	How measured, e.g. application form (A), interview (I) test (T)
<p>All attributes are essential, unless indicated below as desirable.</p>	
<p>Qualifications:</p> <ul style="list-style-type: none"> <li>• 5 or more GCSE Grade C or equivalent including English and mathematics</li> <li>• Educated to A' level standard</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>• Proven experience within last 2 years in an educational setting</li> <li>• Experience of classroom administration support</li> <li>• Ability to plan and organise effectively</li> <li>• Organisational Skills</li> </ul>	<p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p>
<p>Skills, Ability, Knowledge:</p> <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to be flexible and use own initiative</li> <li>• Ability to work calmly under pressure</li> </ul>	<p>A/ I</p> <p>A/ I</p> <p>A/ I</p>



<ul style="list-style-type: none"> <li>• Ability to exemplify good practice, work flexibility and proactively, while maintaining a high standard of professionalism.</li> </ul>	A/ I
<ul style="list-style-type: none"> <li>• Understanding of equal opportunities and inclusion and how it applies in a school setting</li> </ul>	A/ I

<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>• Energy and enthusiasm, warmth and sensitivity</li> <li>• Able to quickly establish positive working relationships with a wide range of people from within and outside the academy.</li> <li>• Able to build positive relationships with adults and children.</li> <li>• Commitment to the academy and the students we support</li> </ul>	<p>A/ I A/ I A/ I A/ I</p>
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## HOW TO APPLY

We are now only accepting applications through FaceEd. Please apply online on our vacancy website <https://co-opacademiustrust.face-ed.co.uk/Vacancies>

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

“Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”



Given the rapid rate of change in education and our ambitions for continued improvement at the academy, from time to time the successful candidate may have to undertake other professional duties as directed by the Head of Academy. In addition, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working as efficiently as possible.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

