



**Lord Grey Academy**  
Lord Grey Can



## **COVER SUPERVISOR**

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



**Lord Grey Academy**  
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## Advertisement

### COVER SUPERVISOR

Permanent

**Hours of Work: 8.20am to 3.20pm**

**32.5 hours per week**

**39 weeks per year - Term time plus training days**

**Tove Learning Trust Band G: £24,702 - £26,873**

**Actual annual starting salary: £18,633 per annum**

The Cover Supervisor role includes the supervision of students in lessons when the teacher is absent and supporting teaching staff on intervention in the classroom.

Candidates should indicate, in their letter of application, if there are any subjects of the curriculum in which they are particularly interested in supporting (e.g. English, Maths, Science, Wellbeing, Enterprise, Languages, Performing Arts, Creative Technologies and Humanities). This would be a perfect starting point or stepping stone for someone who is considering teaching in the future. There is also an enhanced payment for colleagues who take on short or medium term instruction of a class.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Details on how to apply for this post are in the How to Apply Section of this booklet. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: *Why work at Lord Grey?*

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) as soon as possible.

Only successfully short listed candidates will be contacted. This advert will close when the position has been filled so please apply early to avoid disappointment.

**Join an Academy part of a highly supportive and growing MAT.** Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. We achieved our GOOD OFSTED status in Summer 2022. Since then we have gone from strength to strength with improving GCSE and level 3 results; a football partnership with Paris St- Germain and winners of MK Inspiration Awards 'Inspiring Secondary School' 2023 and MK Educations Awards 'Secondary School of the Year'; 'Maths Team of the Year' and 'Lifetime Achievement Award' November 2023. The right candidate will join us on our exciting journey and enable us to continue to provide a great education for our amazing students as we prepare them for adult life. We have a strong collegial team who create a real atmosphere of collaboration and community who embody - Lord Grey Can!

#### **Tove Learning Trust**

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

*The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*





## **JOB DESCRIPTION**

Role:	Cover Supervisor
Responsible to:	Cover Supervisor Team Leader
Based at:	Lord Grey Academy
Hours:	32.5 hours per week, 39 weeks per year
Grade:	Grade G, points 8 to 13

### **Job Context**

To work under the guidance of teaching/senior staff and within an agreed system of supervision. Staff supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task. Cover Supervisors, during cover supervision, will need to respond to questions and generally assist students to undertake set activities. A Cover Supervisor when not covering lessons will be required to support teachers in lessons as directed by the team leader.

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment..

### **Key Responsibilities**

- Support for Students
- Support for the Teacher (when not covering lessons)
- Support for the Curriculum
- Support for the Academy
- Other duties or responsibilities

### **Job Description**

#### **Responsibility area 1 - Support for Students**

- 1) Undertake cover supervision work as needed
- 2) Be a co-tutor within the Academy's tutoring system
- 3) Use specialist (curricular/learning) skills/training/experience to support students
- 4) Establish productive working relationships with students, acting as a role model and setting high expectations
- 5) Promote the inclusion and acceptance of all students within the classroom
- 6) Support students consistently whilst recognising and responding to their individual needs
- 7) Encourage students to interact and work co-operatively with others and engage all students in activities
- 8) Promote independence and employ strategies to recognise and reward achievement of self-reliance
- 9) Provide feedback to students in relation to progress and achievement

#### **Responsibility area 2 - Support for the Teacher (when not covering lessons)**

- 10) Work with the teacher to establish an appropriate learning environment
- 11) Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- 12) To support the teaching staff on intervention in classrooms working with the class teacher and assist with students with challenging behaviour
- 13) Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence



- 14) Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- 15) Undertake marking of students' work and accurately record achievement/ progress
- 16) Promote positive values/attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- 17) Administer and assess routine tests and invigilate exam/tests

**Responsibility area 3 - Support for the Curriculum**

- 18) Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- 19) Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
- 20) Support the use of ICT in learning activities and develop students' competence and independence in its use
- 21) Help students to access learning activities through specialist support
- 22) Determine the need for, prepare and maintain general and specialist equipment and resources

**Responsibility area 4 - Support for the Academy**

- 23) Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 24) Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- 25) Contribute to the overall ethos/work/aims of the Academy
- 26) Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- 27) Attend and participate in regular meetings
- 28) Participate in training and other learning activities (including first aid certificate) as required
- 29) Recognise own strengths and areas of expertise and use these to advise and support others
- 30) Assist in the supervision, training and development of staff
- 31) To ensure the effective implementation of the Academy's Equalities and Safeguarding and Child Protection Policy

**Responsibility area 5 - Other duties or responsibilities**

- 32) To comply with any other reasonable requests from the Principal when there are exceptional circumstances
- 33) To undertake such duties as may from time to time be reasonably assigned by the Principal

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.



## PERSON SPECIFICATION

Experience & Skills	Essential	Desirable	How evidenced
Skill of being able to effectively undertake cover supervision	✓		A I
Experience of working with children of relevant age, for a minimum of 2 years		✓	A I R
Knowledge	Essential	Desirable	How evidenced
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		A I
Ability to relate well to children and adults	✓		A I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		A I
Ability to communicate effectively, both verbally and in writing	✓		A I
Can use ICT effectively to support learning	✓		A I
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation		✓	A I
Working knowledge of national/foundation stage curriculum and other relevant legislation/learning programmes/strategies		✓	A I
Understanding of principles of child development and learning processes		✓	A I
Education, Training and Qualifications	Essential	Desirable	How evidenced
Very good numeracy/literacy skills	✓		A I
NVQ 3 for Teaching Assistants or equivalent qualification or experience		✓	A I
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE etc		✓	A
First Aid at Work qualification		✓	A I R
	Essential	Desirable	How evidenced
Participate in development and training opportunities	✓		A
Commitment to uphold the Academy's Equalities, Safeguarding and Child Protection Policies	✓		A I
Willingness to be flexible with working hours to respond to the Academy's needs	✓		A I
Willingness and ability to be a Co-Tutor	✓		A I

A – Application form I – Interview R – Reference