



Cover Supervisor

Location: Ark Kings Academy

Salary: Ark Support Scale 6, Pay Points 8-19 Outside London, £25,992-£31,067 pro rata

Actual Salary: £22,978.52-£27,465.13

Hours: 37 per week, Monday, Tuesday and Thursday, 08:00-16:00, Wednesday 8:00-17:00 and Friday 8:00-14:30 with a 30-minute lunch break

Contract: Permanent

Working Pattern: Term time only

Start date: As soon as possible

Closing date: 8:00am on 14th February 2025, We advise you to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received.

Be part of a truly 'Good' school (Ofsted April 2024) now striving to be 'Outstanding' with a dedicated staff team.

About the role:

As Cover Supervisor, you will supervise whole classes during the short-term absence of teachers, giving instructions for the lesson and ensuring good order is maintained and all pupils are kept on task. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

To contribute to a workplace culture which has safeguarding and child protection at its heart.

About our school:

We are an all-through school serving the local community with pupils from Nursery - Year 11. Our mission is to create a school in which every child thrives, academically and socially.

Over the past 2 years we have made remarkable progress, moving from an Inadequate Ofsted rating to a Good. This achievement reflects the dedication and hard work of our staff with Ofsted commenting that pupils “understand the high expectations that staff have for them and strive to meet with”. The strengths of our school include:

- ❖ **Safeguarding:** Effective in all areas.
- ❖ **Behaviour:** Our pupils know the school rules of, ‘ready, respectful and safe’ and demonstrate these qualities in their behaviour towards each other and their teachers.
- ❖ **An ambitious curriculum:** Our well-sequenced curriculum, spanning early years to Year 11, ensures that all pupils, including those with special educational needs, receive a high-quality education.
- ❖ **Reading strength:** Our effective teaching strategies empower pupils to become fluent readers, setting them up for success in their academic journey.





- ❖ **Personal development:** At Ark Kings Academy, we prioritise personal development, preparing our pupils for their future roles as responsible citizens.
- ❖ **Attendance:** Our pupils and parents recognise the importance of high attendance, and at secondary, we sit above the national average.

Why work for us?

Joining Ark Kings means becoming part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most. You will have the opportunity to come together with your peers locally, nationally and sometimes even internationally, to share resources, learning and good practice.

You'll work with colleagues from different subjects, schools and regions, and have the chance to take on network-wide responsibilities such as leading programmes or training.

- ❖ Our salaries are 2.5% higher than main pay scale.
- ❖ Twice the number of training days as standard.
- ❖ Generous pension scheme – a salary average defined benefit pension scheme, meaning you build up a guaranteed amount in your pension, payable for every year of your retirement.
- ❖ Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers.
- ❖ Interest-free loans – up to £5,000 available for season tickets or to buy a bicycle.
- ❖ Gym discounts – offering up to 40% off your local gym.
- ❖ Access to the Employee Assistance Programme – providing free, confidential counselling, legal advice and a range of different support services.

How to apply:

Please visit www.arkkingsacademy.org/vacancies and submit your application. This should include an explanation of your motivation to apply and examples/evidence of how you meet aspects of the job description.

We advise you to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience. Unfortunately, once a vacancy has closed, we are unable to consider further applications.

For an informal and confidential discussion, please contact Tammy Mead, HR on 0121 459 4451.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives





across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

Cover Supervisor: Job Description

The Role

As Cover Supervisor, you will supervise whole classes during the short-term absence of teachers, giving instructions for the lesson and ensuring good order is maintained and all pupils are kept on task. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

Key Responsibilities

- Communicate, distribute and supervise work that has been set by the teacher
- Manage the behaviour of pupils whilst they work to ensure a constructive environment
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Organise detention duty and supervise detentions as required
- Promote the inclusion of all pupils within the classroom, being aware of and supporting difference, to ensure all pupils have equal access to opportunities to learn and develop
- Liaise with Heads of subject to provide support for the department when cover is not required
- To assist in the evaluation of the impact of covered lessons on pupils and throughout the school
- To assist in the creation and maintenance of curriculum resources and creation of visual displays in order to ensure a relevant physical learning environment.
- Make appropriate use of equipment and resources, including ICT
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser

Other

- Act as a role model and set high expectations of conduct and behaviour
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.





Cover Supervisor: Person Specification

Qualifications

- Educated to degree level (desirable)
- GCSE Maths and English Grade C or above (or equiv)
- NVQ 3 in Supporting Teaching and Learning (or equiv)

Knowledge, Skills and Experience

- Experience working with students in a formal setting without immediate supervision
- Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
- Experience in a classroom role including classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies
- Understanding of strategies for teaching and learning
- Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classed
- Ability to contribute to assessment and monitoring of pupil progress
- Ability to contribute to planning and preparation of lessons and teaching materials
- Good working knowledge of the national curriculum
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills
- Competent with computers and other technology
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check



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THE DUKE OF EDINBURGH'S AWARD

