**JOB DESCRIPTION**

**Post:** Cover Supervisor

**Reporting to:** Assistant Principal

**Location:** ArkCharter Academy, Portsmouth

**Contract:** Full-Time (FTC – 1 Year, to be reviewed annually)

**The Role**

You will play a vital part in maintaining high standards of teaching and learning during teacher absences. This is a dynamic and varied role that involves supervising students, managing classroom behaviour, and delivering pre-prepared lesson content. You will ensure that students remain engaged, safe, and productive in their learning, contributing to a positive and aspirational school culture.

**KEY RESPONSIBILITIES**

* Supervise whole classes during the short-term absence of teaching staff.
* Communicate, distribute and oversee work that has been set by the class teacher or department.
* Maintain good order in the classroom and keep students on task.
* Set high expectations for student behaviour and uphold classroom culture to inspire and motivate learners.
* Promote the inclusion of all students, supporting differences to ensure equal access to learning opportunities.
* Respond to students’ queries about the work set and encourage engagement and independence.
* Collect and return completed work, providing feedback to the class teacher as appropriate.
* Participate in assemblies and acts of collective worship in line with the Christian ethos of the Academy.
* Actively contribute to the wider school community, collaborating with staff, students, and families.

**Other Responsibilities**

* Support Ark’s commitment to safeguarding and promoting the welfare of children and young people.
* Adhere to Ark’s data protection policies and procedures.
* Liaise confidently and professionally with colleagues and external stakeholders.
* Engage with Ark’s wider network, attending relevant meetings and training sessions.
* Contribute to the whole-school initiatives, training and enrichment activities as required.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the academies and their implications.

**Person Specification**

**Qualification Criteria**

* Good literacy and numeracy- GCSE or equivalent
* Degree (desirable)
* First Aid Qualification desirable

**Knowledge, Skills and Experience**

* Experience in a cover role or in a challenging classroom environment
* Excellent understanding of classroom culture
* Effective and systematic behaviour management
* Knowledge of the secondary education system

**Personal Characteristics**

* Genuine passion for and a belief in the potential of every student
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Deep commitment to Ark’s mission of providing an excellent education to every student, regardless of background
* Excellent interpersonal and organisational skills
* Resilient, motivated and committed to promoting excellence
* Reflective and proactive
* Commitment to establish outstanding classroom culture

**Other**

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

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined* [here](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*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*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*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*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*