



South Shore Academy  
BRIGHT FUTURES EDUCATIONAL TRUST



Marton Primary  
Academy and Nursery  
BRIGHT FUTURES EDUCATIONAL TRUST



## COVER SUPERVISOR

### REPORTS TO DEPUTY HEAD FOR TEACHING AND LEARNING

#### About BFET

Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. Our aim is to provide a quality education that opens real choices for every one of our pupils, raising aspirations and helping every child to achieve their ambitions, no matter their background. The Trust currently has eight partner schools.

Bright Futures Educational Trust is establishing itself as a leader in educational excellence. The Trust's vision of, the best *for* everyone, the best *from* everyone is evident in everything we do.

We inspire excellence and believe in nurturing the abilities of all within our schools and communities. Our values of Community, Integrity and Passion enable us to empower our young people to build purposeful lives and have the courage and confidence to make a positive contribution to society.

This post is based at our South Shore Academy in Blackpool and will also provide cover as necessary at Marton Primary Academy and Nursery.

#### About the Role – Cover Supervisor

**NJC Scale Grade F (scale points 26-30) Term time plus 5 days**  
**Actual salary £20,280 pa 37 hours per week**

The Cover Supervisor is an essential member of the Academy Team. Under the direction of the Deputy Head of School for Teaching and Learning, they are responsible for supervision of lessons due to the short term absence of colleagues, ensuring that good order is maintained and that lessons are a well organised and a relevant learning experience for all pupils.

The post holder will be required to provide specialist support for the SEN Team when not required to provide lesson cover, including targeted support for identified pupils, preparation and organisation of resources and general class support.

They will strive for excellence in all they do and be committed to providing first class provision for all our children. Excellent teamwork, high standards and a capacity to work hard will be at the core of their success. They will be flexible with the ability, determination and commitment to work collaboratively with the Head of School to continue the development of the Academy.

#### KEY RESPONSIBILITIES

- To short term cover lessons for absent colleagues as directed by the Deputy Head of School for Teaching and Learning.

Feb 18 Blackpool Cover Supervisor



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- To provide specialist support for the SEN Team including preparation, and organisation of resources and support to teaching staff and students when cover is not required.

## **Focused Key Areas**

### **Covering Lessons**

- Collect work set from the departmental Team Leader or The Deputy Head of school for Teaching and Learning.
- Complete an accurate attendance register for the lesson.
- Instruct pupils regarding the work left by their teacher.
- Respond to pupils about the work that has been set and guide them to successfully complete the tasks set.
- Provide pupils with the necessary resources for their learning.
- Enable orderly entrance and exit of classrooms.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Create a calm and purposeful environment in which pupils can complete work set by the classroom teacher and engender high expectations.
- Follow Academy policies regarding conduct in and around the classroom including safeguarding, uniform, behaviour and rewards policies.
- Deal with any immediate problems or emergencies according to the Academy's policies and procedures.
- Report back, as appropriate, using the Academy's referral procedures on the behaviour of pupils during the class and any issues arising.
- Collect any work completed after the lesson and return it to an agreed person/place.
- Leave the room in good order at the end of the lesson.
- Communicate to colleagues on their return to work details of the work completed by the class and any issues arising from the lesson.
- If not covering a lesson for absent colleagues undertake support within a subject area or other area of the Academy as directed by the Deputy Head of School for Teaching and Learning.

## **SEN Support**

- When not required to cover classes or groups of pupils the Cover Supervisor will provide support for the SEN department, under the guidance of the SENCO by:
  - I. Working on an individual or small group basis with students with particular needs adjusting lessons/work plans as appropriate;
  - II. Administering and assessing routine tests and invigilating exams/tests.

## **EXPECTATIONS OF ALL ACADEMY STAFF**

- Work professionally and effectively as part of a specific and wider Academy staff team.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, carers, governors and members of the local community.
- At all times to be a positive, professional role model for all pupils.
- Treat all students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to staff's professional position.
- Actively adhere to the Academy's commitment to safeguarding of all pupils and the promotion of pupils' well-being, in accordance with statutory provisions and academy policy.



- Carry out supervision duties as directed in the duty rota.
- Actively engage in the Academy’s performance management process.
- Actively engage in the CPD programmes to develop skills and improve practice.
- Be familiar with, and follow, all Academy policy and practice to ensure a consistent high standard approach to all aspects of the Academy.
- Play a full part in the life of the Academy, to support its distinctive mission and ethos.
- Act as an ambassador for the Academy at all times and positively promote its reputation within the community.
- Attend Academy events and activities as directed by the Head of School.
- Carry out any additional duties within the purview of the post as directed by the Head of School or the Executive Principal.

### Person Specification – Cover Supervisor

	<i>Essential</i>	<i>Desirable</i>
<i>Relevant Experience, qualifications and training</i>	<p>Formal Qualifications a minimum of a C grade in both English and maths at GCSE</p> <p>Experience of following procedures and instructions</p> <p>Experience of working with young people in a secondary school.</p>	<p>Evidence of further education – ‘A’ levels or degree level</p> <p>To have led and managed a team of staff</p> <p>To have experience of liaising with external support agencies such as social services</p>
<i>Knowledge, skills, abilities</i>	<p>Very good oral and written communication skills.</p> <p>An enthusiasm for education and the ability to generate this in others.</p> <p>Ability and willingness to ensure good discipline and adherence to Academy rules.</p> <p>Ability to work as part of a team.</p> <p>Ability to be able to manage own workload and prioritise</p> <p>Good ICT skills.</p>	<p>Knowledge of VLE.</p> <p>Knowledge of SIM’s or similar</p>



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<p><i>Others</i></p>	<p>A passionate commitment to develop the best in young people Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work Self motivation and drive to complete tasks to the required time scales and quality standards Flexibility to adapt to changing workload demands Personal commitment to the Academy’s professional standards and code of conduct A commitment to further training and a willingness to participate in relevant CPD. Willingness to be engaged in partnership and community activities Commitment to the aims and ethos of the Academy. A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour.</p>	
<p><i>Safeguarding</i></p>	<p>Willingness to consent to apply for an enhanced DBS check. Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.</p>	

**BFET is committed to safeguarding and promoting the welfare of children and young people and it is expected that all applicants will share this commitment. DBS checks will be carried out on all successful candidates**