



Job Description: Cover Supervisor

Reports to: Assistant Principal Cover

Start date: ASAP

Salary: Pay scale - AUI – AU3 (£27,927 – 33,033 per annum inc.)

The Role

As Cover Supervisor you will lead or support in lessons in the event of staff absences. To do this successfully, you will need to implement the Ark Academy classroom routines whilst overseeing a calm and purposeful learning environment. You will receive ongoing training and support to ensure you can carry out the role effectively. You will become an integral part of the teaching team, being involved in a range of day-to-day activities in the school.

You will be instrumental in our mission to provide all pupils with the opportunity to achieve maximum success both inside and outside of the classroom.

Key Responsibilities

Support for cover

- Set out clear expectations and instructions for pupil learning in any cover lesson, as directed by colleagues.
- Communicate, distribute, and supervise work that has been set by the teacher.
- Implement Ark Academy classroom learning routines and Ark Academy behaviour system to ensure the classroom atmosphere is calm and productive.
- Monitor pupil output and support all individuals to make maximum progress in lessons.

Support for pupils

- Support pupil learning by setting high expectations whilst encouraging independence and building their confidence.
- Promote inclusion, encouraging all pupils to interact and work collaboratively regardless of their background, ability or need.
- Ensure pupils are free to learn in a safe environment and follow-up with any issues or concerns you may have.

Support for the school

- Supervise pupils in the playground, canteen and around the school.
- Assist with pastoral care/provision as required including form time and PSHE lessons.
- Accompany teachers and pupils on trips and out of school activities as required.
- Support the Academy Homework Club.

Other

- Work collaboratively with all colleagues regardless of their role or level
- Demonstrate high levels of respect and kindness to all staff and pupils that you interact with daily
- Carry out any other reasonable tasks as directed by the senior team



Person Specification: Cover Supervisor

Qualification Criteria

- Right to work in UK
- Qualified to degree level (desirable)

Knowledge, Experience and Skills

- Experience of establishing successful learning relationships with young people, consistently treating them with respect and consideration
- Strong numeracy and literacy skills
- Strong organisational, administrative and IT skills
- Excellent communication and interpersonal skills with children and adults

Personal Characteristics

- Genuine passion and belief in the potential of every pupil
- Act as a role model and set high expectations of conduct and behaviour.
- Deep commitment to Ark's mission of providing an excellent education to every pupil
- Proactive, positive, patient and caring attitude at all times
- Able to lead with confidence but also make good judgments and be flexible in the moment when required
- Resilient and motivated to continually improve standards and achieve excellence
- Excellent communication and interpersonal skills with children and adults

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Safeguarding

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](#)