



**North East
Learning Trust**

Cover Supervisor
Hermitage Academy
Applicant information pack

Cover Supervisor

As soon as possible

37 hours per week

Term time only plus 2 additional days

Salary Grade 3, SCP7-SCP11 £20,092-£21,748 (FTE)

£17,455-£18,894 (Actual)

The North East Learning Trust are seeking to appoint a Cover Supervisor. This appointment will be based in Hermitage Academy where we have an exciting opportunity for you to join a school that is undergoing a transformation. Hermitage Academy is a mixed 11-18 comprehensive school. It has over 1000 students from Chester-le-Street and the surrounding areas.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experiences excellence every day.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence.

We are committed to:

- A vibrant learning community with enthusiastic and engaging children
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme.
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

Deadline: Monday 1st November 2021

Interviews: Week commencing Monday 1st November 2021

How to apply:

Please could you complete and return the Application Form together with a supporting letter to school by **Monday 1st November 2021**. The letter should outline the reasons why you wish to work at the North East Learning Trust and Hermitage Academy, what you would bring to the post, and the experience and attributes that have prepared you to take on the role.

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to samantha.lish@hermitageacademy.co.uk or by post to Samantha Lish (Support Services Manager), Hermitage Academy, Waldrige Lane, Chester-le-Street, DH2 3AD.

Job description

Post title: Cover Supervisor

Responsible to: Head Teacher

Salary Band: Grade 3 SCP7-SCP11

JOB PURPOSE: To be responsible for the efficient and effective supervision of students across different age groups and ability levels within the North East Learning Trust in a variety of settings as requested by Teachers. You will develop positive working relationships with students, teaching staff, other professionals and parents/carers, as well as promoting positive pupil behaviour and conduct at all times and working within the Academy's policies, procedures and ethos.

Duties and responsibilities:

- To supervise students in the teacher's absence and communicate the work set by the class teacher to the students.
- To work alongside the students keeping them on task, discussing work with them offering any support and advice.
- To manage student's behaviour whilst supervising, feedback any information from the lesson to the teacher regarding behaviour and any other important issues.
- To support the work of the SENCo and students with special educational needs as directed by the SENCo.
- To accompany staff on educational visits.
- To provide classroom support activities.
- To supervise homework after school club as required.
- To support/supervise lunchtime clubs as required.
- To act as an exam invigilator as and when required.
- To undertake school detention as and when required.
- To supervise students during break and lunchtimes as and when required.

General

- You will attend any training courses relevant to the post, ensuring continual personal and professional development
- You will present yourself as a role model to pupils in speech, dress, behaviour and attitude
- You will be expected to maintain complete confidentiality of all information, data and material to which you have access to.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> GCSE Grade A* to C including English and Maths 	<ul style="list-style-type: none"> Experience of working within an educational environment Experience of Invigilating examinations
Experience	<ul style="list-style-type: none"> Experience of working with young people 	<ul style="list-style-type: none"> Experience of working in a secondary school environment Knowledge of behaviour management Knowledge of Health & Safety regulations
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> Ability to establish good working relationships Good communication skills, both oral and written Ability to relate well to people of varying backgrounds in different situations and to promote their educational progress Ability to undertake group work and one to one work with young people. Knowledge of current issues and practices relating to work with young people Computer literate with a working knowledge of ICT Ability to use own initiative 	<ul style="list-style-type: none"> Awareness of Health and Safety standards, regulations and management systems.
Personal qualities	<ul style="list-style-type: none"> Demonstrate integrity Self-motivated Flexible and adaptable approach to the working environment 	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.