



Northern Ambition Academies Trust  
Ambition • Bravery • Respect

# Job Description & Person Specification Cover Supervisor

## Our Values

Our mission is for every child to leave our schools equipped with the essential skills they need to contribute effectively to society and to become well-rounded, confident, happy adults. To do this, we keep the following values at the heart of everything we do:



### Ambition

- We aim high and don't put limits on ourselves or other people.
- We are relentless in assessing our performance and seeking to continuously improve.
- We make the most of the opportunities offered to us to help us achieve our goals.



### Bravery

- We try new things and see mistakes as opportunities to learn.
- We don't shy away from tough decisions or difficult situations.
- We don't give up if things are hard.

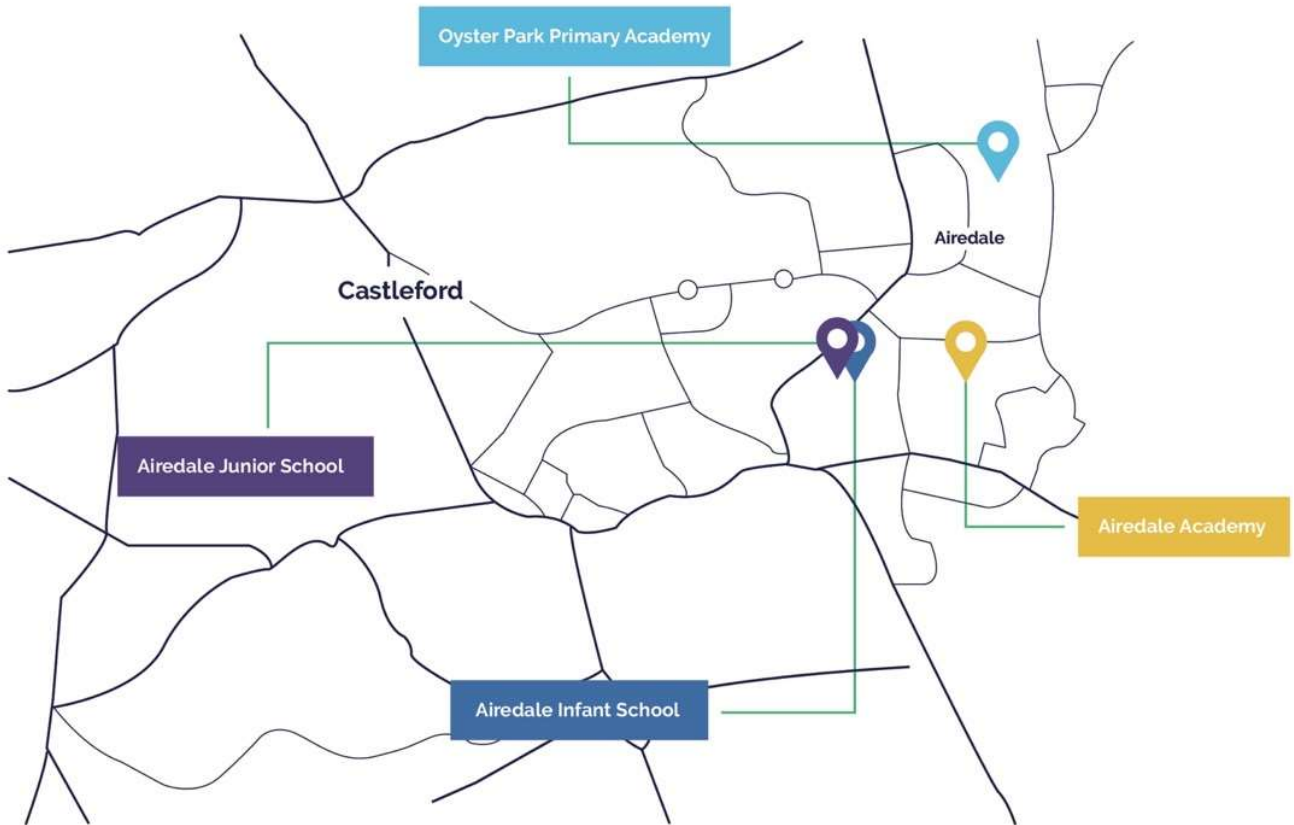


### Respect

- We think about the impact of our actions on others in the choices we make.
- We value what makes us different and believe everyone has something to contribute.
- We encourage honest, open debate and listen to constructive feedback about how to make things better.



# Our Academies



# Cover Supervisor

## Purpose Of The Post

To provide classroom supervision and deliver cover lessons for students where teachers are absent from duty.

## Responsible For

The supervision and delivery of cover lessons for students during the short term absence of teaching staff.

## Liaising with

Senior Leadership Team, teachers and non-teaching support staff, local authority staff, parents/carers and students.

## Characteristics of the post

**All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.**

**The following employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

- Evidence of a satisfactory safeguarding check e.g. Enhanced DBS check

## Requirements of the Post

The postholder may be required to work across any school within Northern Ambition Academies Trust and across the age range of school children as directed by the Principal.

The ability to attend meetings outside of the school day as required by the Principal.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

These employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS

# Main (Core) Duties

## Key Outcomes/Activities

- To supervise student learning by delivering cover work that has been set in accordance with school policy by the class teacher.
- To manage the behaviour of students whilst they are undertaking the pre-set work.
- Supervising entry and departure of students in accordance with the Academy's policy.
- To ensure a purposeful and constructive environment in which students can complete the work which has been set.
- To respond to any questions from students about the work that has been set and any process and procedure.
- To differentiate lesson resources to meet the individual needs of students as part of the lesson delivery.
- To encourage students to complete the work set and to complete records for absent colleagues regarding this work, giving detailed feedback to staff in terms of pupil progress against lesson aims.
- To deal with any immediate behavioural problems including dealing with incidents in accordance with school policies and strategies.
- To implement strategies to recognise and reward pupil progress and achievement.
- To collect any completed work after the lesson and to return it to the appropriate teacher.
- To report as appropriate on the behaviour of students during lessons and on any other relevant issues which may have arisen.
- To record and report attendance at lessons in line with academy policy e.g. class registers.
- Where appropriate, to undertake the marking of students work before returning it to the absent colleague, including live marking where appropriate.
- To collate a bank of supervision work for subjects in liaison with curriculum co-ordinators and to assist with planning learning activities.
- Where appropriate, to prepare the classroom for lessons and to clear afterwards.
- To undertake administrative duties including administering course work and producing worksheets for agreed activities.
- To deal with problems or emergencies in accordance with policies and procedures.
- To assist students in using resources, e.g. ICT.
- To assist with the supervision of students outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required.
- To undertake clerical duties including photocopying and administering coursework.
- To support lunchtime duties and whole school detentions.
- To support after school clubs/extra-curricular activities.
- To plan and deliver Period 6 small group intervention classes under the direction of class teachers/Heads of Departments.
- To undertake other duties commensurate with the grade of the post as directed by the Principal/Deputy.

## Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all

## Other Specific Duties

- To participate in training and continue personal development.
- To engage actively in the performance review process.
- To comply with the Academy and Trust policies and procedures at all times.
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the DSL/Deputy DSL over any safeguarding issues or concerns.
- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal/the Trust to reflect or anticipate changes in the job commensurate with the grade and job title.

# Person Specification

## Cover Supervisor

### Essential Criteria

#### Qualifications

- 5 GCSEs or equivalent to include English and Maths at Grade C or above.

### Essential Criteria

#### Knowledge & Skills

- Able to make appropriate use of ICT for learning

### Essential Criteria

#### Personal Attributes

- Able to communicate fluently and effectively (oral and written)
- Good communication and listening skills
- Ability to maintain confidentiality
- Highly organised and self-motivated with the ability to work independently and to deadlines.

### Desirable Criteria

#### Qualifications

- HLTA Status
- Evidence of further professional development or willingness and ability to train for development in the post

### Desirable Criteria

#### Experience

- First Aid Qualification
- An understanding of the National Curriculum and other basic learning programmes
- Experience of working in a school environment

### Desirable Criteria

#### Knowledge & Skills

- Understanding of Safeguarding and Child Protection issues
- Understanding of Health, Safety and Security issues
- Understanding Data Protection issues
- Basic understanding of child development and learning



# Who's Who

## Executive Team

### CEO

Liz Fairhurst

### Chief Financial & Operations Officer

David Walton

### School Improvement Team

Katie Robinson (Primary)

Paul Greenough (Secondary)

### Headteachers

Dan Neal, Interim Principal  
(Airedale Academy)

Kirsten McKechnie, Primary Executive Headteacher  
(Airedale Infants and Airedale Juniors)

Jode Chapman-Kemp, Headteacher  
(Oyster Park Primary Academy)

### Head of Human Resources

Nikky York

## Members

Mike Dixon  
Richard Sloan  
Andy Clark  
Alex Nicholson

## Board of Trustees

### Chair

Rob Hall

### Vice Chair

Stephen Groves

Alison Latham  
Simon Fox  
Kevin Guy  
Nina Wrightson  
Bruce McDowell

### Trust Governance Professional

Karen Wood-Stones

# Recruitment Process

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**1**

Advert posted with job description and person specification.

**2**

Candidates invited to look around if desired.

**3**

Shortlisting process.

**4**

Candidates invited to interview, and references requested.

*Interview days may include a task or teaching example depending on the role.*

**5**

Offer made to successful candidate(s).

**6**

Pre-employment checks completed.

**7**

Start date and induction period.



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