



Vacancy – Cover Supervisor Ref 786

Howden School is looking for an enthusiastic Cover Supervisor to join our teaching team. Cover Supervisors work under the guidance of the Senior Leadership Team and Heads of Department to deliver class work to students in the absence of their classroom teacher.

A full induction programme and support in Teaching & Learning can be given to the right candidate looking to move into Education.

The School

Howden School is a rural secondary school with about 680 students. As a relatively small secondary, there are numerous opportunities to undertake additional responsibility and be involved in the wider school community. The value and ethos of 'Team Howden' is evident across all departments and between both students and staff. Individuals respect each other and are aware of how their actions will affect themselves and others.

Howden School is consistently looking to improve the outcomes of our students and there are numerous CPD opportunities to assist your professional development and to help you achieve your full potential.

The Trust

The Consortium Academy Trust (TCAT), based in the East Riding of Yorkshire, was formed in September 2017 by the coming together of Cottingham Academy Trust, The Hessle Community Academy Trust and Wolfreton School and Sixth Form College to form a new Multi Academy Trust. These three schools have a successful history of partnership working, having operated Consortium Sixth Form arrangements for over 25 years. The Trust seeks to build on these relationships to create a regional structure that will see like-minded schools working together effectively within a partnership based on mutual trust and shared values.

Although we are a relatively new Trust we have already grown from the three founding schools and TCAT currently comprises of six secondary schools and three primary schools, as well as two associate members, with a total of approximately 7700 learners and a significant staff team. Our academies include Croxby Primary, Cottingham High School and Sixth Form College, Hessle High School and Sixth Form College, Holderness Academy and Sixth Form College, Howden School, Keyingham Primary, Penshurst Primary, Winifred Holtby Academy and Wolfreton School and Sixth Form College.

Our Vision

We believe in putting our children and young people first and that everything we do has that as its goal. Our vision is to be:

A Trust that promotes academic excellence, where exciting opportunities allow students to excel in all that they do, and leave prepared to achieve all their ambitions.

A Trust whose schools deliver the maximum potential for progress through inspirational teaching and learning, and outstanding school-to-school support.

A Trust with a leading community role, whose schools are the preferred choice for students, parents and staff.

Our core values underpin everything we do. They are developed in each academy to meet their needs.

Aspiration. We are ambitious and we aim high for ourselves and for others. We believe that we can make a real difference.

Respect. We respect ourselves and we respect each other. We respect our diverse environment and the community.

Integrity. We are honest with each other and ourselves. We do the right thing for the right reasons.

Responsibility. We take responsibility for everything we do. We see mistakes as an opportunity to improve and get things right next time. We do this in an environment where we can take appropriate risk in the pursuit of success.



Job Description



Vacancy: Cover Supervisor

Responsible to: Assistant Headteacher Teaching and Learning/Subject Leaders

Working hours: 30 HPW (8.30am – 3pm with 30 minutes for lunch), Term Time + 5

Scale Point: SCP06 (£19,698 FTE, £13,719.88 Actual Salary)

Job Term: Permanent

Main Purpose of the Role

To supervise classes and promote the ethos of learning during the absence of subject teachers and provide support to subject teams.

Main Duties / Responsibilities:

- Instruct students in relation to the work left by the subject teacher.
- Ensure students are provided with the necessary resources to facilitate learning.
- To deliver, as far as reasonably possible, a structured lesson using the lesson plan as directed by the class teacher for whom you are covering
- Register and record student attendance in lessons.
- Answer students' queries in relation to the instructions left by the subject teacher.
- Liaise with the subject leader in relation to the work set.
- Supervise the class for the duration of the lesson.
- Ensure classes enter and leave classrooms in an orderly manner.
- Ensure the classroom is left tidy and ready for the next lesson after dismissing the class
- Mark work as appropriate
- To cover for form tutors, including recording attendance, checking equipment, uniform, etc.
- Report to the Cover Officer at the beginning of each day to receive direction on classes requiring cover.
- Assist in establishing good order within the school, including undertaking duties as necessary.
- Deal with, record and report incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures.
- To attend staff training/meetings to ensure a continued awareness of whole school policies and procedures
- To attend external Cover Supervisor network meetings when appropriate and to attend internal sharing good practice sessions
- Invigilate internal and external examinations when required
- Work with support staff allocated to the teaching area.
- Work to agreed school policies and procedures.
- To work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate
- Facilitate participation and learning, helping to build confidence and self-esteem, so that all students, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.
- Help with educational visits and outings.
- To monitor and evaluate pupil responses to learning activities

- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and any other matters
- Liaise sensitively and effectively with parents/carers as agreed with the teacher
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use
- To provide general clerical administrative support – administer course work to produce worksheets for agreed activities
- Undertake any other duties that may be reasonably regarded as being commensurate with the grade and general purpose of the post.
- Be fully conversant with school safeguarding practices and procedures following induction training.
- Support teaching staff in lessons when cover is not required as directed by the class teacher.

As a member of staff of Howden School and The Consortium Academies Trust

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Demonstrate a commitment to the principles of Positive Behaviour and Restorative Practice
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of all students
- Aspire to develop your professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of Howden School and The Consortium Academies Trust
- Contribute to systems of evaluation and performance of the organisation positively.

Your duties may involve access to information of a confidential and sensitive nature which may be covered by Data Protection Act 2018. All employees of The Consortium Academy Trust will be expected to comply with the DPA when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition you may be expected to take part in any other reasonable duties which may be required

Howden School is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service (DBS) is required as a condition of employment.



Cover Supervisor Person Specification



Category	Essential	Desirable	Evidence
Qualifications and Training	<ul style="list-style-type: none"> • Good standard of education (including GCSE Maths and English) • Relevant qualification or equivalent experience 	NVQ Level 3 in Teaching & Learning or willingness to undertake this qualification	Application form
Experience	<ul style="list-style-type: none"> • Previous experience of working with young people 	Supporting students with special educational needs Supervising group work Knowledge of ICT and experience of using whiteboards Ability to complete administration tasks including recording and monitoring attendance	Application form Interview References Lesson assessment at interview
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Ability to take charge of a class of students in a controlled manner • Ability to clearly instruct and provide guidance to students • Ability to safely manage classroom activities set by the class teacher • Understand and be able to use a wide range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs • Having the ability to maintain a confident and innovative approach to the role • Ability to be confident and flexible in terms of varying subjects 		Application form References Interview

	<ul style="list-style-type: none"> • Flexible approach to working patterns and unexpected changes of circumstance 		
Personal Attributes	<ul style="list-style-type: none"> • Ability to communicate effectively to students and members of staff; covering classes from Year 7 to Year 11 with varying ranges of ability • Ability to work unsupervised • Ability to respond flexibly to a diverse range of situations and needs • Empathic and sensitive to students needs • Good interpersonal skills • Good listening skills • Effective team player • Hardworking, committed, personable, cheerful, discreet and confident • Non-judgemental and objective • Commitment to equal opportunities • Commitment to social inclusion 	Ability to resolve conflict	Application form Interview References
Staff Development	<ul style="list-style-type: none"> • Willingness to participate in further training and development opportunities 		Application form Interview
Child Protection	<ul style="list-style-type: none"> • A commitment to the responsibility of safeguarding and promoting the welfare of young people • Enhanced DBS disclosure (to be completed by preferred candidate following interview) • Willingness to undertake Child Protection training when required 		Interview

The Application Process

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion/ visit, please contact Amy Orley on 01430 433101 or email aurley@howdenschool.net

Please read the Staff, Volunteer, Contractor and Applicant Data Protection Statement in relation to your application. This can be found on our website in the vacancies section.

To apply, please email your completed application to aurley@howdenschool.net or send it in the post to:

Amy Orley
Operations Manager
Howden School
Derwent Road
Howden
DN14 7AL
The East Riding of Yorkshire

All applications that have been submitted electronically will receive an email confirming receipt.

Please note that Howden School is a safeguarding community and we do not accept CV's, applicants must submit an application form.

An email and/or letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume, that on this occasion, your application has been unsuccessful.

Howden School is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations. We are an Equal Opportunities employer.

The closing date for applications is Monday 27 September 2021 with interviews currently scheduled for the week after, however candidates may be interviewed before this date, so you are advised to apply early to avoid disappointment.

**Thank you for considering
Howden School**

