

JOB DESCRIPTION

POST TITLE:	Cover Supervisor
POST RESPONSIBLE TO:	Director of Inclusion
SALARY:	SCP2-7 £17,711 – £19,554 (Pro-rata £15,508 - £17,121)
CLOSING DATE:	Sunday 10th November 2019
INTERVIEW DATE:	14th November 2019
START DATE:	As soon as possible

JOB PURPOSE

To provide cover supervision for whole classes when the teacher is absent at Key Stage 4 and Post 16. This role will include the supervisions of personalised learning sessions at Key Stage 4 and other supporting learning activities when there is no staff absence which will include running small group intervention and mentoring key students.

DUTIES AND RESPONSIBILITIES

Support for the Learners

- Establish constructive relationships with learners and interact with them according to their individual needs;
- Promote the inclusion and acceptance of all learners; encourage them to interact and work co-operatively with others and engage all in activities.
- Encourage learners to interact with each other and engage in activities set by the teacher;
- Set challenging and demanding expectations and promote self-esteem and independence;
- Discharge a timetabled teaching commitment when not required to act as cover supervisor for both whole classes and small groups of students.
- Act as a mentor to key students to improve with the eventual aim of improving their academic performance.

Support for the Teachers

Providing cover supervision when the teacher responsible is on short term absence which includes:

- Create and maintain purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of learner's work;
- Use strategies, in liaison with the teacher, to support learners to achieve their learning goals;
- Monitor learners' responses to learning activities and accurately record achievement/progress as directed;
- Provide detailed and regular feedback to teachers on learners achievements/progress or barriers to learning;
- Promote good learner behaviour, dealing promptly with conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour;

- Establish de-escalation routines in line with the behaviour policy of the academy;

Support for the Curriculum

- Support the use of ICT in learning activities and develop the learners' competence and independence in its use;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist learners in their use;
- Liaise with employer partners where necessary, sharing learner data in an appropriate manner.

Support for the Academy

- Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the academy;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Assist with the supervision of learners out of lesson times;
- Accompany teaching staff and learners on visits and out of school activities as required and take responsibility for a group under the supervision of the teacher;
- Participate in training and other learning activities and performance development as required;
- Show a duty of care and take appropriate action to comply with Health & Safety requirements, safeguarding, security, confidentiality and data protection at all times reporting all concerns to an appropriate person;
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory;
- Acts as a role model to learners and provide guidance and personal support when required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification for Cover Supervisor

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
QUALIFICATIONS	
Level 3 Qualification	E
GCSE or equivalent qualification in English and Maths at grade C or above	E
Degree or equivalent in relevant subject	D
EXPERIENCE	
Relevant worked based professional experience	D
Understanding of behaviour for learning	D
Experience, understanding and demonstration of barriers to learning and how to overcome this	D
Understanding of what outstanding teaching, learning and assessment strategies look like	D
KNOWLEDGE AND SKILLS	
Ability to create an ethos which enables all learners to achieve their potential	E
To be able to work effectively as a team	E
Excellent interpersonal skills and ability to work in partnership with a diverse range of stakeholders	E
Good literacy, numeracy and ICT skills	E
An ability to inspire learners in Y10 to Y13	E
Ability to organise, plan and prioritise	E
Excellent communication skills	E
Knowledge and understanding of current curriculum developments	D
Ability to analyse and interpret learner performance data and set targets	D
Knowledge and understanding of health and safety and safeguarding	D
PERSONAL ATTRIBUTES	
A commitment to equal opportunities and a strong belief in inclusive education practices and that learning for all students is supported	E
To work under pressure and meet deadlines	E
To be able to be led by teaching staff but prepared to challenge practice in order to improve learning outcomes	E
Confidentiality and discretion	E
A commitment to safeguarding to learners within the academy	E
Enthusiasm, optimism and energy	E
Ability to organise, plan and prioritise	E
Flexibility and adaptability	E

All offers are subject to clearance of references and enhanced DBS checks

FURTHER PARTICULARS (COVENTRY ACADEMY)

“We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important”

Late Professor Lord Bhattacharyya, Chairman, WMG

The WMG Academy for Young Engineers

The WMG Academy for Young Engineers is a University Technical College, for 14 - 19 year old learners, which opened in September 2014. Formed between a partnership of the University of Warwick (led by Warwick Manufacturing Group - WMG) and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid and Prodrive, who are committed to providing a better way of learning for the engineers of the future.

The WMG Academy's focus is on engineering and digital and information communication technologies. It caters for 640 students of 14 - 19 years from Coventry, Warwickshire and Solihull. The WMG Academy initiates and supports the development of well-educated and industry trained students who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the world of work and/or further and higher education.

Our Vision

We will ensure that our students have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the students will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce students with a professional ethos and culture that is in high demand in today's working world.

The focus of the curriculum is a series of projects – real business-focused, practical problems and challenges that reflect fully the world of work. Employers provide mentors to help our students get a full understanding of life in engineering. This 'better way of learning' means that education will be exciting for our students. We will give them an experience of real value; one that will lead to a diverse range of positive progression pathways for every single student.

Team working will be the norm and students will work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.

The Role

The WMG Academy Trust is looking for teachers who have excellent teaching skills. The successful candidate will inspire and enthuse learners with their passion, ensuring that the WMG Academy Trust outcome in these subject areas are outstanding.

You will demonstrate and demand the highest standards of delivery and you will be fully committed to raising attainment to enable all learners to achieve outstanding success.

Reporting to the Lead Teacher, you will be responsible for the planning and delivery of outstanding lessons of this specialist curriculum and will be expected to work with the engineering department to develop the employer commissions. You will provide timely feedback for students on their work to ensure they are to achieve and realise their targets. All teachers will be pastoral tutors working closely with an identified cohort of learners.

This is a unique opportunity to be involved in one of our new and exciting academies; designing and leading an innovative approach to learning and ensuring that learners achieve the highest outcomes and opportunities.