



**Job Pack**  
**Deputy to Cover**  
**Coordinator/Lead Cover**  
**Supervisor**

'We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition, together with a strong sense of belonging'



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## Job advertisement

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### Deputy to Cover Coordinator/Lead Cover Supervisor

**Expected Start Date: Immediate start, Permanent**

**Scale 6 Salary: £25,496.90 - £26,423.78**

**per annum**

**36 hours per week, 7:45am – 3:55pm Monday and Friday**

**Monday and Friday Deputy to Cover Coordinator and Tuesday to Thursday Lead Cover Supervisor with 1-hour unpaid lunch break, term time only (44.9 paid weeks a year)**

#### **The School**

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive school which has had a recent glowing OFSTED report. Our school is a vibrant, high-performing organisation with an emphasis on inspiring and creative teaching. We are proud to be an inclusive school.

#### **The Post**

We are looking to appoint an experienced **Lead Cover Supervisor** to lead our team of cover supervisors and to deputise for the cover coordinator arranging and managing cover using the Cover 7 Module on SIMs (full training will be given). This role requires an early start but is compensated with an early finish to the day.

You will have a flexible approach to working and have outstanding behaviour management.

You should have a good working knowledge, understanding and experience of the following;

- Secondary School Curriculum
- Excellent interpersonal skills.
- Working experience within a secondary school environment.
- General ICT skills such as Excel and Word.
- Excellent English oral and written skills
- Flexible approach

As employers we are committed to safeguarding and promoting the welfare of children. An enhanced DBS clearance is a statutory requirement for all positions.

#### **Contacting us**

If you are interested in joining our team please apply via <https://www.tes.com/jobs/employer/stoke-newington-school-and-sixth-form-1050384>.

**The closing date for receipt of applications is midday Monday 23<sup>rd</sup> May 2022 midday.**



**Job title:** Senior Cover Supervisor

**Reporting to:** Deputy Headteacher

**Grade:** Scale 6 term time only

## Job description

### Purpose of post:

- Leading the team of cover supervisors
- Undertaking of whole class supervision in the absence of the class teacher; under the supervisory arrangements established by the school.
- To support the class teacher in all aspects of teaching and enhance learning opportunities for pupils, bringing to bear knowledge and practical experience gained through working with pupils, and through their theoretical and academic experience/achievement.
- Collating & recording staff absence information
- Arranging cover for teacher absences
- Booking additional cover supervisors from teaching agencies

### Main duties and responsibilities:

- Deputise for the Cover Manager on Monday and Friday and as required (training will be given).
- Liaise with teaching agencies in providing additional cover staff as and when needed
- Lead the cover team in managing cover lessons and cover work
- Undertake whole class supervision in the absence of the class teacher, following agreed lesson plans, support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems. Facilitate the intellectual and social development of pupils, supporting the achievement of literacy, numeracy and other curriculum targets. Prepare, develop, maintain and deploy appropriate learning aids, materials and equipment, including ICT, to assist in teaching. Advise on the suitability of such resources including their appropriateness in the culturally and linguistically diverse classroom.
- Working as part of the cover team, support and assist with all aspects of cover. This may include working with the SEN department, Heads of departments and external agencies.
- Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures. Invigilate tests and examinations as directed. Supervise whole groups in particular curriculum activities and the class for agreed periods. Accompany students on trips as required.
- Develop and maintain supportive relationships with parents, carers and others of the pupil's community. Work collaboratively with other agencies and professionals, as necessary.
- Attend school/departmental meetings to contribute to discussions about individual students and classes where appropriate.
- Contribute to the care, health and welfare of pupils in accordance with the school's health and safety, safeguarding, equal opportunities and other related policies.
- As required, lead specific aspects of teaching, learning and personal development, for example projects or activities. Take part in training activities offered by the school and develop curricular



knowledge as required. Provide consistent and effective support in line with the requirements and responsibilities of the role.

**Notes:**

The duties and responsibilities of individual posts may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post, e.g. supervision of homework club, admin. support etc.

**General requirements:**

- The post holder must always carry out his/her responsibilities with due regard to Hackney Education policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.



## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
NVQ level 2 or above in a related area or Degree in a related area	√	
<b>Experience</b>		
Working in a secondary school setting	√	
Working with external agencies	√	
Working with schools information Systems such as SIMS	√	
Understanding of Safeguarding		√
Understanding of the complexities of secondary education – such as alternative provision, internal exclusion	√	
<b>Knowledge</b>		
School Management systems such as SIMS		√
Issues relating to social exclusion and an understanding of these issues	√	
Awareness of child protection issues and procedures	√	
Awareness of GDPR and confidentiality procedures	√	
Understanding of the complexities around staff absence		√
<b>Skills</b>		
To work and communicate effectively with colleagues in school	√	
To draw up action plans to meet targets	√	
To demonstrate empathy, communication, listening and interpersonal skills when dealing with colleagues and parents/carers	√	
To demonstrate a positive attitude to working	√	
To demonstrate good self-organisation skills	√	
To be able to demonstrate a strong presence and authoritative nature.	√	
To identify and liaise with appropriate resources and agencies of support	√	
To demonstrate the ability to work flexibly with adaptability	√	
To demonstrate teamwork skills	√	



To demonstrate the ability to work flexibly with adaptability	√	
To demonstrate a willingness to undertake training	√	

## Staff Benefits

Please see below the staff benefits available at Stoke Newington School.

- **Annual Season Ticket Loans**  
Season ticket loan spread across monthly payments deducted from your salary.
- **Cycle Scheme**  
The cycle to work scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.
- **Employee Assistance Programme**  
The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health and wellbeing professionals, financial and debt specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.
- **Optical Expenses**  
Free eye test for staff who use display screen equipment.
- **Staff Association**  
Half termly events ranging from BBQs to quiz nights.
- **Vectis card**  
Discount card offerings savings across retail shops, tourist attractions, holidays and more.
- **Staff Football Fridays**
- **Zumba Monday**
- **Discounts**  
Discounts at local establishments.