



COVER SUPERVISOR

- SALARY:** E5 - £24,685-£26,623 (PRO RATA £21,541 - £23,232)
Plus Pension & Performance-Related Pay
- LOCATION:** THE THOMAS ALLEYNE ACADEMY, STEVENAGE
- EMPLOYMENT TYPE:** PERMANENT
- SALARY: HOURS:** FULL TIME - 37 HOURS, TERM TIME ONLY + 5 INSET DAYS
PART TIME HOURS (2-3 DAYS PER WEEK) WILL ALSO BE CONSIDERED
- START DATE:** JUNE 2024

If you are keen to make a difference, enjoy working as part of a supportive, dedicated and happy team please come and meet us – visits are warmly welcomed and recommended. As a school, we offer the following benefits:

- A unique and exciting future as part of the Hart Schools Trust
- Happy, friendly and motivated students
- A dedicated, professional and caring team
- A professional and supportive work environment
- A range of development opportunities and tailored support programmes across the Hart Schools Trust
- A positive atmosphere where there is a real 'can do' attitude

JOB PURPOSE & ROLES AND RESPONSIBILITIES

- Reporting to the Cover Manager.
- To cover teacher absence across the curriculum.
- Liaise with the Cover Manager who is responsible for the planning, implementation and distribution of day-to-day and long term cover of lessons.
- Supervise classes that have been set work, including taking an attendance register and implementing the school's agreed Behaviour Policy and Code of Conduct.

COURAGE : DETERMINATION : EMPATHY

- If covering for planned absence, liaise with the appropriate staff about the work that has been set so the requirements of it are fully understood.
- Ensure that work and information from the lesson is returned to the appropriate teacher and to give feedback regarding the covered lesson on a daily basis.
- Maintain discipline of classes that are under the Cover Supervisor's responsibility.
- Invigilate public and internal exams, as and when appropriate.
- Maintain students' records associated with the classes under supervision, eg on-line registration, logging incidents and achievements and to follow the school's agreed referral procedure on the behaviour and achievements of students.
- Provide support or assistance in lessons across the school when required.
- Undertake other administrative tasks required.
- Participate in professional development activities.
- Keep up to date on relevant information regarding tutor time and to act as a form tutor when required.
- Support with afterschool clubs & activities as and when required.
- Attend staff briefing, Inset and twilight Insets.
- Attend and participate in relevant meetings as required
- Perform any other reasonable duties as requested by the Cover Manager/Headteacher.

SUPPORT FOR THE ACADEMY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Participate in training and other learning activities (e.g. INSET days) and performance development as required
- Assist with the supervision of students out of lesson times
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Perform any other reasonable duties as requested by the Headteacher
- This job description may be amended at any time following discussion between the Head and the member of staff and will be review annually

COURAGE : DETERMINATION : EMPATHY

PERSON SPECIFICATION

- Excellent inter-personal skills in order to forge positive working relationships with staff, parents and students
- Previous experience teaching secondary age children in groups would be an advantage
- Excellent team working skills which will facilitate collaborative relationships with other teachers and support staff across the academy
- Honesty and a professional attitude
- Self-confidence and the ability to use your initiative to solve problems
- Excellent time management
- Ability to act on feedback and demonstrate a desire for continued professional development
- Excellent command of the English language in written and spoken communications
- Confidence in using IT systems and willingness to undertake further training if required.

WHO WE ARE

The Hart Schools Trust (the Trust) is a multi-academy schools trust that currently sponsors the Thomas Alleyne Academy and Roebuck Academy in Stevenage.

- The Thomas Alleyne Academy: a growing secondary school, with sixth form, in Stevenage. The school was graded 'Good' with 'Outstanding' leadership and management at its last Ofsted inspection in 2019.
- Roebuck Academy: a growing primary and nursery school in Stevenage. The school was graded 'Good' at its last Ofsted inspection in 2021.

The Trust is part of the Hart Learning Group, a charitable organisation with a mission to create social and economic value through learning.

The Hart Learning Group currently includes:

- North Hertfordshire College, a large general further education college in Stevenage and Hitchin.
- The Hart Schools Trust, a multi-academy schools trust that currently sponsors Thomas Alleyne's Academy and Roebuck Academy in Stevenage.
- Hart Learning & Development, a progressive new learning and development business which supports businesses of all sizes to engage with and invest in emerging talent.

TO APPLY

To apply please send a completed application form to Mrs Stella Clark: clarks@tas.herts.sch.uk by **9am on Monday 29th April 2024**. Interviews will take place: TBA.

SAFER RECRUITMENT STATEMENT:

Hart Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and provide proof of their right to work in the UK. In addition, Google searches will be conducted on shortlisted applicants.

COURAGE : DETERMINATION : EMPATHY