

JOB DESCRIPTION

POST TITLE:	Cover Supervisor
POST RESPONSIBLE TO:	Assistant Principal
SALARY:	Grade 4 SCP 17-19, £17,722 - £18,746 (pro-rata £15,518 - £16,414)
CLOSING DATE:	Friday 19th January 2018 at 9.00am
INTERVIEW DATE:	Week commencing Monday 22nd January 2018
START DATE:	26 th February 2018

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.

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.

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, problems etc;
- 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 by the Executive Principal and Associate Principal.

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	E
Experience, understanding and demonstration of barriers to learning and how to overcome this	E
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

THE WMG ACADEMY FOR YOUNG ENGINEERS

“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”

Professor Lord Bhattacharyya, Chairman, WMG

The WMG Academy for Young Engineers Trust

The WMG Academy for Young Engineers Multi Academy Trust was formed in March 2015. Following the successful opening of the Coventry Academy in September 2014, the WMG Academy Trust opened its second Academy in September 2016 in North Solihull.

Formed between a partnership of the University of Warwick (led by the Warwick Manufacturing Group – WMG) and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, Arup and Balfour Beatty, the Trust is committed to providing a better way of learning for the Engineers of the future.

The Trust is made up of members from industry including the EEF and the Local Authorities Chamber of Commerce and the University of Warwick who have led the development of the WMG Academies and oversee their running from a strategic perspective.

Both Academies focus on engineering and digital and information communication technologies, catering for approximately 600 students each aged between 14 – 19 years of age.

As well as a core curriculum at Key Stage 4, which includes GCSEs in the core subjects maths, science, English and computer science, students can select from options which include a modern foreign language, a humanities subject and free option subjects. In addition, all Key Stage 4 students follow the Level 2 Cambridge Nationals course in Engineering worth up to 3 GCSEs equivalent.

Students at Key Stage 5 can follow a flexible pathway bespoke to their needs. Students can choose to take just STEM A-Levels or combine 3 traditional A-Levels with the Level 3 OCR Technical in Engineering worth the equivalent of 1 A-Level. Alternatively, students at post 16 can study a larger Engineering qualification such as the BTEC Level 3 Diploma in Engineering and combine it with an A-Level or the Extended Project Qualification.

The ethos of both academies is ‘business-like, business-led’.

WMG Academy for Young Engineers, Solihull

Opened in September 2016 with 2 cohorts, Year 10 and Year 12, the Solihull Academy boasts over £2M of specialist equipment and ICT. Developed along a similar open plan design to Coventry, the Solihull Academy occupies a slightly bigger footprint.

Dedicated ICT facilities include 3 CAD suites and student PC access in all teaching rooms giving unrivalled access to industry standard software. These facilities allow innovative teaching pedagogy through digital technologies.

The Academy occupies land adjacent to the Chelmsley Wood shopping Centre, North Solihull and will draw from a wide catchment of East Birmingham, Solihull and North Warwickshire. The Solihull Academy follows the template of the 8.30 am – 4.30 pm working day used in the Coventry Academy and has the additional flexibility of incorporating some enrichment into the Academy day due to its close proximity to North Solihull Sports Centre and having its own multi-use games area and activity hall.

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 students in everything that we do.

The Role

The WMG Academy Trust is looking for a cover supervisor. The successful candidate will inspire and enthuse students with their passion, ensuring outstanding outcomes in their subject area.

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

Reporting to the Assistant Principal, 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 students.

This is a unique opportunity to be involved in a new and exciting Academy; designing and leading an innovative approach to learning and ensuring that students achieve the highest outcomes and opportunities.