



# Teaching Cover Supervisor

Salary Range: £25,714 to £29,664 (M1 to M3)

Hours: 32.5 hours per week, full time

- + Pension Scheme (TPS)
- + Brine Leas School Employee Assistance Programme
- + Additional Brine Leas School Benefits

Application details can be accessed from [www.brineleas.co.uk](http://www.brineleas.co.uk)

For a confidential discussion about this post with the Headteacher, more information or to arrange a visit, please contact the school on 01270 625663 or Mrs Sharon Houghton, HR Manager via [job.applications@brineleas.co.uk](mailto:job.applications@brineleas.co.uk)

See below for links to :  
Job Description / Personal Description / School Prospectus



**Brine Leas School** An Academy

Trust, Respect, Optimism,  
Courage, Resilience,  
Inclusion and Equality

# Job Purpose

As a qualified Teacher you will support students as a confident and resourceful Teaching Cover Supervisor delivering lessons, working within the agreed parameters of classroom teaching in the absence of the main subject teachers.

## Main Areas of Responsibility

- To deliver and supervise lessons for absent teachers.
- To allocate, explain and oversee cover work set.
- To report to the relevant Curriculum Leader any deficiencies with cover work set to include quality or appropriateness of cover.
- To offer general assistance to students in completing cover work in class.
- To follow the academy's in class behaviour management and referral systems.
- To organise the days lessons efficiently in advance so that they run as smoothly as possible.
- When not engaged in carrying out cover, to undertake administrative or student support duties at the direction of the line manager.
- Occasional supervision of post-16 students in their study base.
- To carry out form tutor responsibilities.
- To take registers in all lessons and promptly report any in lesson absences.
- To liaise directly with teachers to ensure cover lessons are delivered to a high quality.
- Attend school events such as open evenings, parents' evenings, information evenings etc.





# Additional Responsibilities

- Under the direction of the Leadership Group, undertake such other tasks that may be required to further the efficient running of the academy, commensurate with the level of the post holder.
- To participate in academy trips/visits when requested.
- To support in main office administration whenever required.
- To be responsible for own professional development, identifying training needs as appropriate.

## School Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school and Brine MAT policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Employees must comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The job-holder will ensure that school policies are reflected in their work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding Children

This job description will be reviewed where necessary 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; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

**IMPORTANT  
THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation Act relating to the non-disclosure of spent convictions do not apply to this job, YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.

If successful, you will also be required to apply for a Disclosure and Barring service check (DBS).  
The level of check required for this job is an Enhanced disclosure.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature ..... Date .....

Print Name .....

# Person Specification

Attributes	Description	Desirable
<b>Qualifications, Knowledge &amp; Training</b>	<p>Experience of successful teaching.</p> <p>Evidence of continuous self-development, particularly in the areas of responsibility for this post.</p> <p>Evidence of CPD and lifelong learning.</p> <p>Knowledge of safeguarding strategies and requirements.</p> <p>Graduate in relevant subject and DfE recognised Qualified Teacher Status (QTS).</p> <p>Successful teaching experience at KS3, KS4 and KS5.</p> <p>Understanding of pedagogical theory and practice.</p> <p>Knowledge of all elements of our curriculum as shown in the curriculum intent statements.</p> <p>Understanding of the importance of having high expectations for all students, for behaviour and academic achievement.</p> <p>Understanding of inclusive provision and practices which offer equality of access to the curriculum for all students, including special educational needs, English as an additional language and high achievers.</p> <p>Knowledge and experience of lesson planning, developing teaching resources and sharing them with colleagues</p> <p>Understanding of accurate assessment of work.</p> <p>Understanding the importance of being a Tutor.</p>	<p>Proven success in raising achievement across at least two key stages.</p> <p>Experience of working in an 11- 18 school.</p> <p>Proven record of successful teaching of GCSE and A-Levels</p> <p>To be an outstanding teacher</p> <p>First class honours degree</p>
<b>Personal Skills, Abilities &amp; Qualities</b>	<p>Excellent communication and presentation skills.</p> <p>The ability to work as part of a team and to develop and maintain positive relationships with teaching and support staff.</p> <p>The ability to create a motivating and safe learning environment for all students.</p> <p>The ability to communicate positively with parents/carers and where appropriate outside agencies in a way that facilitates effective links between home and school.</p> <p>Ability to lead and manage own work effectively and take responsibility for own professional development. Ability to carry out the job description.</p> <p>Excellent time management skills and the ability to prioritise and meet deadlines under pressure. Ability to motivate students and raise their aspirations</p>	<p>Readiness to use the school's systems</p> <p>Successful use of collaborative software such as Office 365 and SharePoint</p>
<b>School Ethos</b>	<p>Enthusiasm for and commitment to the achievement of the School/MAT's overall vision for success at all levels.</p> <p>Ability to build and sustain professional standards and personal boundaries with children and young people. Emotional maturity and resilience in working in a fast-paced environment</p> <p>Empathy with the aims and objectives of Brine MAT.</p> <p>Willingness to continue professional development.</p> <p>Commitment to maintaining high standards and expectations.</p> <p>Commitment to contributing to school life as a whole.</p> <p>Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.</p>	

Thank you for your interest in our school.  
We look forward to receiving your application.

If you think a career with us is right for you, discover more  
at: [www.brineleas.co.uk](http://www.brineleas.co.uk)