



The Ted Wragg Multi Academy Trust is a values driven, rapidly growing 2 – 16 Trust with a relentless focus on transforming lives through learning by delivering outstanding outcomes for every student, regardless of background. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our students.

## Isca Academy

### Cover Supervisor

Full-time, permanent post, starting as soon as possible  
Term Time only, Grade D, Salary: £18,870 per annum

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**Do you have the ambition to support the outstanding progress and attainment of children regardless of their background and prior learning?**

We are seeking to appoint a highly motivated, capable and enthusiastic cover supervisor, with a commitment to inclusive, innovative education where each and every child can succeed.

You will have a good level of English and Maths, as well as experience of working with groups of students, ideally in a school setting. You will be a resourceful person with a positive mindset, and the ability to inspire students and remain calm under pressure. You will need to be self-motivated and able to work independently, while also being an effective team member.

The post represents an exciting opportunity to be part of a vibrant and ambitious Academy working within the Ted Wragg Multi-Academy Trust. Our school is located on a recently designed campus with purpose-built accommodation, offering spacious and excellent teaching and learning facilities. We currently have a roll of 920 students.

Isca Academy prides itself on a tradition of being a truly comprehensive community school. Indeed, our students have a broad range of abilities and aspirations on entry, from able, gifted and talented to students needing dedicated support with literacy, physical, emotional and social skills. Beyond academic credentials, we firmly believe in the value of a rounded education which promotes creativity, resilience, self-belief and confidence, and pride ourselves on our exceptional extra-curricular, creative and outdoor education programmes.

We have high aspirations for all of our students and our staff team are committed to every child being given the opportunity to fulfil his/her potential and succeed, whatever their learning needs. You will be joining a busy, energetic and committed team of professionals working at the forefront of inclusive education.

Closing date for application: **10am on Wednesday 18<sup>th</sup> September 2019**  
**Interviews will be held on Friday 27<sup>th</sup> September 2019**

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

Application forms and further information are available from our website:  
[www.iscaexeter.co.uk](http://www.iscaexeter.co.uk) or by email to [fmetay@iscaexeter.co.uk](mailto:fmetay@iscaexeter.co.uk)



## ISCA ACADEMY – JOB DESCRIPTION

Post: Cover Supervisor  
Grade: D  
Line Manager: Deputy Headteacher

### JOB PURPOSE

To work under the guidance of the teaching/senior staff and within an agreed system of supervision. To supervise whole classes during the short-term absence of teachers and to respond to questions and generally assist students in undertaking set activities when fulfilling this supervisory role.

### OBJECTIVES

- Supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy i.e. relevant to the age group and point reached in the curriculum to assist with continuity.
- Responding to students and providing general guidance or advice about process and procedures
- Helping students to access pre-planned learning activities.
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.

### MAIN AREAS OF RESPONSIBILITY

Support the assigned teacher of the class by:

- Supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy i.e. relevant to the age group and point reached in the curriculum to assist with continuity.
- Liaising with teaching staff regarding cover for known absence.
- Collecting finished work as necessary and returning it to the appropriate teacher.
- Promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour.
- Reporting, as appropriate, using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising.

- Ensuring the security of classroom equipment and resources including ICT.
- Ensuring safe practice within laboratory workshops and practical lessons.

Supporting students by:

- Responding to students and providing general guidance or advice about process and procedures.
- Established productive working relationships with students, acting as a role model and setting high expectations for behaviour.
- Promoting the inclusion and acceptance of all students within the classroom.
- Working consistently whilst recognising and responding to individual student needs.
- Encouraging students to interact and work co-operatively with others.
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance.
- Explaining, reading, clarifying work and encouraging successful completion of tasks set by teaching staff.

Support the curriculum by:

- Helping students to access pre-planned learning activities.
- Ensuring that any pre-determined equipment and resources are available to students.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- To provide teaching support to identified lessons/students at times as agreed with senior staff in the school.
- Assisting in Academy attendance record keeping by taking class registers.
- Supervising students at break and lunchtime as required.
- Taking a full part in the Academy's appraisal system.
- Under the direction of the Examinations Officer to invigilate examinations observing examination board regulations.

**ALL ISCA ACADEMY STAFF ARE EXPECTED TO**

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Engage positively in organised professional development activities and the staff appraisal process.
- Maintain respectful and effective communication with students, staff and visitors.
- Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times.
- Carry out any other duties as reasonably requested by the Headteacher.

**This job description is subject to review by consultation.**