



Cover Supervisor

Chellaston Academy

37 hours per week, 39 weeks per year

Permanent

Scale 5 - £28,034 - £30,383 FTE (£24,215 - £26,244 Pro-rata)

QEGSMAT are seeking to appoint an enthusiastic Cover Supervisor to join our passionate and high achieving team at Chellaston Academy.

At Chellaston Academy, our vision is to *'Inspire each other to realise our potential through Integrity, Care, and Excellence'*. In September 2023 Chellaston Academy was rated as 'GOOD' by Ofsted.

"The school's ICE (integrity, care and excellence) values permeate the school's work, and pupils also know that the high expectations that staff have help them to achieve academically and personally."

"The school has devised a curriculum that is both broad and ambitious, and there are high academic expectations of pupils." In addition, leaders have engaged staff well when making large-scale changes to improve the school. Staff feel that leaders are considerate of their workload and well-being. They are proud to work at this school.

Members of staff who work at Chellaston Academy enjoy:

- A happy and vibrant culture of integrity, Care and Excellence.
- A positive and enjoyable climate where we are trauma informed and our 'kids do us proud'!
- An inclusive, autonomous learning environment where you CAN make a difference.
- An environment where the wellbeing of staff is a priority and staff are involved in decision making.
- Purposeful and bespoke professional and personal development.
- An environment where Chellaston are leaders in our sector providing exciting wider opportunities.

Chellaston Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefits package with Vivup.



QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check. The Trust is also a United Kingdom Immigration and Vetting Sponsor therefore, sponsorship for skilled worker visas may be available. Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 702502. Further details about our school can be found on our website: www.chellaston.derby.sch.uk

To apply for this position, please visit: <https://qegsmat.face-ed.co.uk/vacancies>

Closing date for applications: 11th June 2025 @ noon

Interview date: w/c 16th June 2025

Salary: Scale 5 - £28,034 - £30,383 FTE (£24,215 - £26,244 Pro-rata)

Start date: September 2025



Post Title: Cover Supervisor

Responsible to: Assistant Headteacher

Scale: Scale 5

Disclosure Level: Child Workforce – Enhanced, Child Barred List

Core Purpose:

- Supervise a prepared lesson in the absence of a class teacher ensuring that in doing so the students learning and progress is continued and maintained;
- Provide clerical and administrative support to departments;

Duties and Responsibilities:

- In the absence of a teacher, provide leadership and supervision of and be solely responsible for a class of students during lesson time;
- Promote positive behaviour for learning of students to maintain a calm working environment, including implementation of the school's policy; rewarding students where appropriate.
- Report back, as appropriate, on the behaviour of students during lesson time and on any arising issues, or rewards to the Curriculum Leader.
- Provide classroom management to classes in the absence of a teacher (for up to a maximum of 10 consecutive days for the same teacher, including the first 3 days of absence).
- Establish positive relationships and communicate with other relevant professionals, in liaison with the class teacher, to support student learning and progress.
- Communicate the work set by the class teacher to the students and ensure that students are aware of the teacher's expectations during the course of the lesson with regard to learning and progress – including the homework set and any other extension/enrichment tasks.
- Motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively with others to ensure that students are engaged on the set task.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Collect completed work after the lesson and return it to the class teacher as appropriate.
- Contribute to the administration and delivery of examination assessments
- Invigilate examinations and be available for duties at break and lunch.
- Accompany teaching staff and students on educational visits.
- Collate a bank of supervision work for subjects at KS3 and KS4 in liaison with the relevant Curriculum Leader. Cover and supervision work should be set by the Department.
- Be aware of, uphold and contribute towards the development of the school's policies and procedures.
- Participate in appropriate school based meetings and training activities.
- Support a department with administration duties, e.g. displays etc, when not required for cover during the working day.
- Contribute to departmental improvements when it is appropriate
- Support "day to day" supply staff in locating work and help to orient

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person Specification – Cover Supervisor

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> GCSE qualifications Grade A-C or equivalent including English and Maths. 	<ul style="list-style-type: none"> HLTA – High Level Teaching Assistant First Aid qualification/commitment to gain within first 3 months. 	Application Interview
Experience	<ul style="list-style-type: none"> Experience working with children aged 11-18. Experience of working in an office environment fulfilling a range of administrative duties. 	<ul style="list-style-type: none"> Some experience of working in education and supporting children in a classroom environment. Experience of both KS3 and KS4 settings. 	Application Interview
Skills	<ul style="list-style-type: none"> Effective organisation and communication skills. Ability to consistently and effectively implement whole school behaviour management policy Knowledge of the strategies that recognise and reward effort and achievements, as appropriate to the age and development of students. Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task. Ability to monitor the students' response to the learning activities as agreed with the teacher to achieve the intended learning outcomes. Ability to offer constructive feedback to students to 	<ul style="list-style-type: none"> Knowledge of some areas of the National Curriculum 	Interview

	<p>reinforce self-esteem.</p> <ul style="list-style-type: none"> • Ability to work effectively and supportively as a member of the school team. • Ability to work within and apply all school policies e.g. behaviour management, child protection, health & Safety, Equal Opportunities, etc. 		
Personal qualities	<ul style="list-style-type: none"> • Willingness to take part in further training opportunities • Ability to establish positive relationships with students and staff. • Ability to demonstrate active listening skills. • Ability to maintain confidentiality on all school matters. • Patience, good sense of humour • Flexibility • Good ICT skills. • A commitment to safeguarding and promoting the welfare of children and young people • Awareness and adherence to relevant Health & safety regulations and a commitment to equality of opportunity. 	<ul style="list-style-type: none"> • Ability to communicate with other professionals and parents • Knowledge of SEND/ strategies for working with ASD students 	Interview