



# Application Pack **Cover Supervisor**



Be part of the  
**#DNAofNIA**



# Welcome to Northampton International Academy (NIA)

We're a large all-through school based in Northampton, proudly rated GOOD overall by Ofsted.

We're part of East Midlands Academy Trust (EMAT) and are dedicated to its vision that "every child deserves to be the best they can be". This commitment drives us to provide the best education for each and every young person.

This is lived out daily through our DNA of NIA philosophy and our values of collaboration, excellence and respect. We are a fully inclusive school, as shown by our rising intake of disadvantaged pupils, increasing representation of pupils from ethnic minorities, and our thriving pupil led Culture Committees.

This is an exciting time to be part of our NIA family, as we seek to energise our staff and embed the expectations that are already in place across the primary and secondary schools. Since my appointment as Executive Headteacher in February 2023, our school has improved rapidly and sustainably. We now have an improving reputation in our local community, and our recent Ofsted inspection resulted in the school being judged 'Good' overall.

Staff wellbeing is important to us, and when you become part of the #EMATters community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in  
Northampton International Academy.



Martin Serrao  
Executive Headteacher





## Post Description:

<b>Post title:</b>	<b>Cover Supervisor</b>
<b>Responsible to:</b>	School Administrator
<b>Liaising with:</b>	School administrator, Operations Manager, Heads of Department, teachers, teaching assistants, students, parents/carers.
<b>Pay Range:</b>	39 weeks per year (term time + INSET days) Normal working hours 08:00 – 16:00 Mon - Fri (30 mins unpaid lunch per day) Permanent
<b>Contract:</b>	Support staff NJC 8-12
<b>Closing Date:</b>	Friday 11 <sup>th</sup> July
<b>Interview Date:</b>	Thursday 17 <sup>th</sup> July

### Job Purpose

The role of a cover supervisor involves delivering high quality pre-planned lessons during the absence of teachers.

### Responsibilities include:

- Act as teacher for the lesson allocated delivering content provided
- Complete the register accurately in every lesson
- Communicate to students what the work is that they need to do
- Liaise with any Teaching Assistant regarding the needs of individual students
- Supervise the students' completion of the work that has been set
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive environment, using the school policies and procedures
- Respond to any questions from students
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Collect any completed work at the end of the lesson and return it to the appropriate teacher
- Report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising

### Support for the school when not covering lessons

If there are no lessons which need covering, you may be asked to complete other tasks which support the education of students, such as:

- Supporting specific students, withdrawn from their normal lesson, with intervention work
- Creating resources
- Creating displays which support and enhance learning
- Supervising students working in the Isolation room

- Being the member of staff 'On Call' to provide support for teachers as necessary
- Other similar tasks

### Support for Students and Parents/Carers

- Establish good relationships with students, acting as role model, and ensuring they work productively
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Support students to access to learning, providing additional support for any with SEND and liaising with any Teaching Assistants in the classroom as necessary
- Liaise with parents/carers if necessary

### Support for Teachers

- Ensure that the work the teacher has set for a particular class is completed as required
- Ensure that the completed work is returned to the correct place or person so that the teacher will receive it and students' work is not lost
- Feedback to the teacher any praise or concerns about any particular students as appropriate

### General Requirements

- Demonstrate awareness of the school's educational and behavioural policies.
- Adhere to the Staff Code of Conduct, dress code and other policies relating to staff.
- Demonstrate a record of excellent attendance and punctuality.
- Be aware of and comply with policies and procedures relating to safeguarding, health & safety, security, confidentiality, and data protection reporting all concerns to the appropriate person.
- Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.
- Appreciate and support the work of other professionals.
- Participate in training and other learning activities and performance development as required.
- Participate in the school's appraisal scheme in order to develop and enhance personal and service performance.
- Any other duties as reasonably requested by the Line Manager or Headteacher.

Attribute	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Good level of education to at least 5+ GCSEs at grade 4 – 9 (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Teaching qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a school environment within a classroom setting</li> <li>• Delivering high quality pre-planned lessons during the absence of teachers</li> <li>• Ability to use Microsoft office, including Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with Arbor</li> </ul>

	<ul style="list-style-type: none"> <li>Evidence of continuing professional development</li> </ul>	
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Good behaviour management</li> <li>An understanding of safeguarding policies and procedures</li> <li>The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN, Child Protection and safeguarding</li> <li>An understanding of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of quality of teaching and learning and how to improve practice. Effective use of data to inform action planning and next steps</li> <li>Establish and develop positive relationships with parents, governors and the community</li> <li></li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal communication skills</li> <li>Punctual and reliable</li> <li>High level of honesty and integrity</li> <li>Flexible, adaptable and can work in collaboration with others</li> <li>Able to be resourceful</li> <li>Able to stay calm and professional, even under pressure</li> </ul>	

Compiled by:	Revision Number
Approved by:	Revision Date ____/____/____

### Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

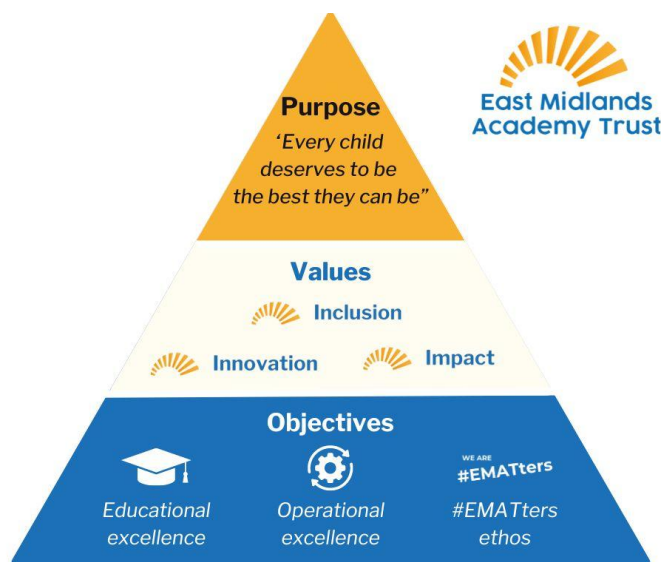
This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

## How can I apply?

We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

## About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



## Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

## Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

## Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or

disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

# Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

**Every child deserves to be the best they can be**, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via [hrqueries@emat.uk](mailto:hrqueries@emat.uk)

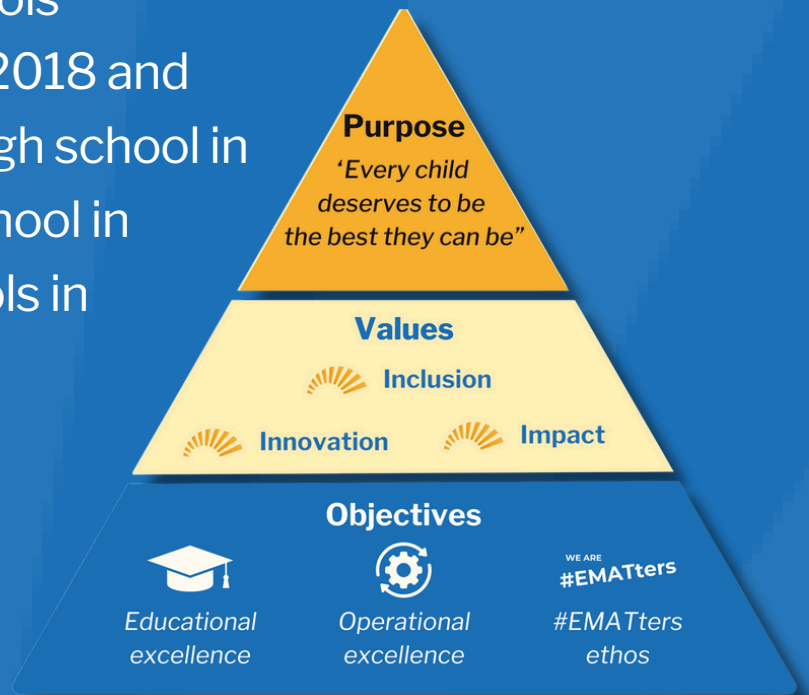
Joshua Coleman  
Chief Executive  
East Midlands Academy Trust





# About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



## “Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

