



Moseley School
and Sixth Form



Moseley School
and Sixth Form

Cover Supervisor



inspiring excellence in character and scholarship



Moseley School and Sixth Form

Dear Colleague,

We have an exciting opportunity for an **Experienced Cover Supervisor** to join our team.

Are you an ambitious individual, proactive in nature and with a real passion for educating our students across a range of different subjects?

The ideal candidate will already possess the knowledge and experience to make this role successful and be able to provide the best support for our students.

This role is vital to us being able to continue our journey to excellence as a school. We are looking for the best leader to continue the work we have already put in place to develop our RAISE values – Resilience, Ambition, Independence, Supportive and Effective communication. These are the foundations upon which our school vision is built to enable our staff and students to the best futures possible.

Our ideal candidate will strive to make a significant difference to the life chances of our students. You will have an important role in building on the good standards already achieved at Moseley School and Sixth Form. We are very proud of the achievements our students make academically and in many other aspects of their lives, whether that be through participation in sports clubs, the Duke of Edinburgh Award, Young Enterprise, The TAP Project, or their passion for fund raising and helping out in the community.

We aspire to provide the very best educational opportunities and outcomes for all our students; Ofsted recognised that we continue to be a good school when they inspected in September 2021.

We welcome visitors to the school. Please contact us if you would like to arrange a visit.

Your application must be received by 8.00am on Monday 1st July 2024.

Please note this advert may close when sufficient applications are received.

Interviews will be held on either Wednesday 3rd July 2024 or Thursday 4th July 2024.

Best wishes,

A handwritten signature in black ink, appearing to read 'Andrew Bate'.

Andrew Bate
Head Teacher



Post Information

Post Title: Cover Supervisor

Salary/Grade: Grade 3 point 9 – 22, £25,119 - £31,364 FTE

Actual FT Salary on Grade 3 point 9 – £22,059

Actual FT Salary on Grade 3 point 22 - £27,543

Contract Type: Part-time/Full-time, Term-time only.

Contract Term: Permanent

Contract Start Date: As soon as possible

We have an exciting opportunity for a Experienced Cover Supervisor. The ideal candidate will already possess the knowledge and experience to make this role Successful and be able to provide the best support for our students.

Are you an ambitious individual, proactive in nature and with a real passion for educating our students across a range of different subjects?

The core purpose of the role is to cover the delivery of lessons across all faculties in the absence of teaching staff. Reporting to the Curriculum Officer, the jobholder is responsible for supervising whole classes in the absence of teaching staff, delivering work set by the teacher, promoting students' engagement and developing students' attitudes to learning.

Our perfect candidate will have:

- Degree level qualification and at least C grade in English & Maths GCSE
- Ability to facilitate learning in the classroom through the delivery of the lesson plan set by the teacher.
- Experience of whole class supervision
- Have experience of supporting students in education.
- Have experience of dealing sensitively and effectively with students with complex needs.
- Offer flexibility to deliver out-of-school clubs/intervention/revision classes as required.
- Demonstrate a passion for student achievement and ability to motivate students.
- Have a knowledge of and use of a range of effective strategies to manage behaviour and support learning.

What we can offer you

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement, this includes:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym
- A designated car park space for each staff member



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- Generous Pension Scheme
- Appraisal, leading to potential pay progression.
- Cycle to Work Scheme
- Paid and unpaid leave to support life events.

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Job Description

Post Title: Cover Supervisor

Salary/Grade: Grade 3 point 9 – 22, £25,119 - £31,364 FTE

Actual FT Salary on Grade 3 point 9 – £22,059

Actual FT Salary on Grade 3 point 22 - £27,543

Contract Type: Part-time/Full-time, Term-time only.

Contract Term: Permanent

Contract Start Date: As soon as possible

Core Purpose:

To cover the delivery of lessons across all faculties in the absence of teaching staff. Reporting to the Curriculum Officer, the jobholder is responsible for supervising whole classes in the absence of teaching staff, delivering work set by the teacher, promoting students' engagement and developing students' attitudes to learning.

Responsibilities for all staff:

- Promote the values and aims of the school.
- Follow all relevant school policies.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Create and maintain effective partnerships with parents and carers.
- Treat students, parents, and colleagues fairly, equitably and with dignity and respect.
- To comply with the school's Health & Safety policy and statutory requirements

Specific responsibilities of this role:

- In the absence of teaching staff, supervise whole classes, delivering work set by the teacher, promoting students' engagement and developing students' attitudes to learning
- Supporting identified student groups with the provision of learning support to progress their level of achievement
- Deliver out-of-school clubs/intervention/revision classes.
- Working with linked-Faculty team to lead interventions with student groups to quickly close any attainment and/or progress gaps
- To encourage pupils to interact and work cooperatively with each other in activities
- To collect completed work after the lesson and return it to the appropriate teacher
- To report to the Head of Faculty or the appropriate person regarding any issues arising in the lesson
- Using a range of mentoring and coaching techniques to support students in achieving their targets.
- Using a range of effective strategies to manage behaviour and support learning.
- To undertake appropriate professional development including adhering to the principle of performance management
- Create and maintain an effective partnership with parents and carers to support and improve young people's achievement and personal development.



Other Responsibilities

- Assist with duties as appropriate.
- Responsible for student behaviour and welfare in public places during break, lunch, change of lesson, beginning and end of school day as directed.
- Attend meetings as required.
- Participate in professional development opportunities, willingness to develop additional skills and expertise.
- Keep up to date with current educational developments and legislation affecting your area of responsibility.
- Contribute to school development through identified communication and consultation channels.
- Treat students, parents and colleagues fairly, equitably and with dignity and respect
- To respect the confidential nature of information relating to the school, students and customers
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
- To comply with the school's Health and Safety policy and statutory requirements
- To undertake any other duties not detailed above commensurate with the level of the post.

Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

An online search will be carried out as part of due diligence on all short-listed candidates.

References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.

We reserve the right to close the vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



Person Specification

Post Title: Cover Supervisor

Qualifications & Experience	
<ul style="list-style-type: none"> Educated to degree level in a relevant subject. 	D
<ul style="list-style-type: none"> High levels of personal literacy and numeracy (i.e., minimum GCSE Maths and English A*-C). 	E
<ul style="list-style-type: none"> Experience of successful working with young people aged between 11 and 18 years, within education; improving their levels of achievement. 	D
<ul style="list-style-type: none"> Experience of using a range of mentoring and coaching techniques to support students in achieving their targets 	D
Skills and Abilities	
<ul style="list-style-type: none"> Good understanding of child development and learning processes 	E
<ul style="list-style-type: none"> Excellent written and oral communication skills. 	E
<ul style="list-style-type: none"> Ability to relate well to a range of staff, students, and parents. 	E
<ul style="list-style-type: none"> Ability to work independently and as part of an effective team. 	E
<ul style="list-style-type: none"> Ability to manage student behaviour constructively and effectively. 	E
<ul style="list-style-type: none"> Ability to plan and review strategies used to support the progress of students/student groups 	E
Other Attributes	
<ul style="list-style-type: none"> Assist with duties as appropriate. 	E
<ul style="list-style-type: none"> Responsible for student behaviour and welfare in public places during break, lunch, change of lesson, beginning and end of school day as directed. 	E
<ul style="list-style-type: none"> Attend meetings as required. 	E
<ul style="list-style-type: none"> Participate in professional development opportunities, willingness to develop additional skills and expertise. 	E
<ul style="list-style-type: none"> Keep up to date with current educational developments and legislation affecting your area of responsibility. 	E
<ul style="list-style-type: none"> Contribute to school development through identified communication and consultation channels. 	E
<ul style="list-style-type: none"> To respect the confidential nature of information relating to the school, students and customers 	E
<ul style="list-style-type: none"> Be aware of and support difference and ensure equal opportunities for all. 	E
<ul style="list-style-type: none"> Contribute to the overall ethos/work/aims of the school. 	E
<ul style="list-style-type: none"> Develop constructive relationships and communicate with other agencies/professionals. 	E
<ul style="list-style-type: none"> Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy. 	E
<ul style="list-style-type: none"> To comply with the school's Health and Safety policy and statutory requirements 	E
<ul style="list-style-type: none"> To undertake any other duties not detailed above commensurate with the level of the post. 	E
<ul style="list-style-type: none"> The ability to converse at ease with parents, pupils and members of the public and provide advice in accurate spoken English 	E



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