

Working at Knole Academy

JOIN OUR TEAM



For Appointment of:

Cover Supervisor





HEADTEACHER WELCOME

Mr David Collins

Thank you for your interest in the role at Knole Academy. I hope that what you read will encourage you to apply to be part of our team.

I believe that Knole Academy is a tremendous school and a rewarding environment to be a part of. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. For every student to achieve their potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

Knole students benefit from state of the art facilities that offer a vast range of opportunities. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school. Staff and students have benefitted significantly from the close collegiate relationship between schools. This ensures that no barriers are placed in the way of student achievement.

I look forward to receiving your application.

JOB DESCRIPTION

Job Title	Cover Supervisor
Location	Sevenoaks, Kent
Duration	Permanent
Work Hours	Term Time
Reporting to	Cover Co-ordinator
Salary	£18,713 - £20,361 per annum
Pension	Local Government Pension Scheme



About the Role

As a new member of our busy support team at Knole Academy, you can join our team and make a difference.

An organised and flexible person is required to providing class absence cover for our class teachers. This includes:

COVER RESPONSIBILITIES:

- To supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved, also ensuring inclusion and acceptance of all students within the classroom in order to promote equal opportunities
- To have sole responsibility for the students in the classroom. Although the teacher would have set the learning plans etc, the postholder must ensure the objectives are achieved by students within a safe and secure environment, ensuring good behaviour at all times
- To be in charge of a full class and give clear instructions for the lesson provided by the teacher ensuring learning outcomes are achieved
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained
- To keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of lessons
- To support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher

KEY RESPONSIBILITIES



Cover responsibilities continued

- To have excellent communication skills to be able to inform, persuade and negotiate with students and provide feedback to other professionals and parents as required
- To provide support to Administration department, AEN department or Inclusion Centre (or wherever student support may be needed) when not required to cover classes
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the relevant person, to maintain a safe and secure learning environment for students
- To participate in training and other learning activities as required
- To carry out other duties as may be deemed reasonable by the Line Manager

Administration responsibilities

- To assist with general enquiries (via telephone and email), printing and administration duties within the school office
- To support with administering First Aid
- To support with reception duties if required
- To participate in training and other learning activities as required
- To carry out other duties as may be deemed reasonable by the Line Manager



General Duties

- To be responsible for continued professional development
- To adhere to Health and Safety regulations
- To ensure the safeguarding of students is a primary concern
- To be a First Aider (training will be given if necessary)
- To keep confidential any issues
- To participate in appropriate meetings
- To read, understand and adhere to all academy and Trust Policies
- To undertake any additional duties as may be deemed reasonable by the Line Manager

Hours of work:

38 weeks Term Time

Monday to Friday

8:30 am to 3:45 pm

Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Office Manager and Careers Guidance Leader.

PERSON SPECIFICATION



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Qualifications and Experience

A minimum of Level 2/GCSE grade C/5 or equivalent standard of education
A First Aid qualification (training will be given if necessary)
Experience of working in an educational/administration environment

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Skills and Knowledge

Excellent communication skills; written and verbal
Good numerical skills
Good and accurate ICT /keyboard skills
Working knowledge of Arbor (MIS)
Able to use own initiative, work independently, motivate and inspire a creative approach to problem solving

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Personal Qualities

The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances and situations
To maintain confidentiality at all times
A flexible working attitude
Appropriate attire for this position
A high level of integrity
The ability to work unsupervised
An understanding of relevant policies, code of practice and legislation

ALL ESSENTIAL CRITERIA

HOW TO APPLY



If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

Rose Marsaud, HR Manager
HR@knoleacademy.org
01732 749 774

Closing Date:
Applications will be reviewed upon receipt

To apply for this role, please visit MyNewTerm:
[Apply Now](#)

Interview Date:
To be advised



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



CONTACT US

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