



Cambourne Village College  
Sheepfold Lane  
Cambourne  
Cambridgeshire  
  
CB23 6FR



Tel: 01954 284000  
Email: [jjenkins@cambournevc.org](mailto:jjenkins@cambournevc.org)  
Website: [www.cambournevc.org](http://www.cambournevc.org)

## Cover Supervisors

### Required ASAP

**Salary:** NJC Scale 4 (range 7-11 £20,092 to £21,748 FTE) Actual salary from £13,872 to £15,015 per annum, paid across 52 weeks

**Contract:** Fixed term or Permanent

**Hours of work:** 30 hours per week, or part-time hours, term time only (39 weeks)

**Actual hours:** 8:30 to 3:05pm

We are seeking Cover Supervisors to supervise planned lessons during the short-term absence of the class teacher at Cambourne Village College.

Cambourne Village College is an Ofsted 'Outstanding' rated, over-subscribed secondary school, eight miles from Cambridge. We opened as an academy of the Cam Academy Trust in September 2013. Our ethos is aspirational and inclusive, our staff is highly motivated, our pupils courteous and hard-working, and we have excellent facilities. Joining Cambourne Village College represents a unique opportunity to work in a newly-established school within a wider, high-quality Academy Trust that gives excellent possibilities for professional and career development.

To apply for this vacancy and to see the job description and person specification, please access our website: [www.cambournevc.org/contact-us/vacancies](http://www.cambournevc.org/contact-us/vacancies)

For further information about the role please contact [pboyns@cambournevc.org](mailto:pboyns@cambournevc.org)

**Closing date: Noon on 5 November 2021**

Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. Appointment to this post would be subject to an enhanced DBS check and satisfactory medical and employment references.

## **JOB DESCRIPTION**

**Salary:** NJC Scale 4 (range 7-11)

### **Hours of work:**

30 hours per week or part time positions considered. The post holder will be based at Cambourne Village College

Line of Responsibility The successful candidate is directly responsible to the Cover Manager.

### **Job Purpose:**

To supervise classes across the curriculum in following a programme of study during the short-term absence of their class teacher at Cambourne Village Colleges.

### **Operational Responsibilities**

- Under the direction of the appropriate teacher, supervise pupils in class during the absence of their class teacher.
- Attend staff briefings and whole staff meetings.
- Take class registers, as and when appropriate.
- Liaise with Heads of Department, where necessary, to clarify lesson details
- Liaise with TAs regarding individual pupils being supported in class.
- Administer clear instructions, based on the detailed work set, and actively participate in the supervision of the class.
- Use the school Behaviour Management System to log feedback on pupils' participation and behaviour.
- Contribute to behaviour management within the school, in accordance with the school's behaviour policy.
- Provide feedback on learning activities and contribute to school review and development planning.

### **Support to Heads of Year/Heads of Department Administration**

- To provide support/administration under the direction of the Heads of Year/Heads of Department.

### **Exam Invigilation**

- Assist with the invigilation of examinations, as and when requested to do so.

### **Possible additional areas of responsibility**

- Minibus driving (if applicable)
- First Aid cover

### **Support for the School**

- Attend and actively participate in staff meetings
- Contribute to the maintenance of a safe and healthy environment
- Contribute to and participate in school events and activities
- Develop and maintain effective working relationships with other staff and parents/carers

### **General**

The post holder will:

- Assist in escorting students on educational visits and participating in extra-curricular activities as required.

- Participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- Attend relevant meetings and training sessions as required

### Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder is required to uphold the College's policy in respect of Child Protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff participate in the College's performance management scheme.

### PERSON SPECIFICATION:

#### Qualifications

Essential	Desirable
	Educated to degree level
GCSE English and Maths at grade C or higher	A qualification related to supervising and/or directing pupil/student activity.

#### Experience

Essential	Desirable
	Willing/able to undertake first aid training

	Working in a school or similar public/educational establishment
	Working with students of a similar age
	Liaising with other professional colleagues
	Driving licence.

### Knowledge/Skills (ability to)

Essential	Desirable
Manage classes of pupils, delivering instructions and maintaining a purposeful learning environment	
Use school IT systems to deliver learning and reports	
Follow direction from line manager/ staff member/s covered for	
Participate in exam invigilation as required by Line Manager	
Keep a record of cover completed and a record of the work set for classes	
Assist in classroom support, or administrative tasks, if not needed for cover	
Ability to communicate effectively both verbally and in writing	

### Personal Attributes

Essential	Desirable
Commitment to the highest standards of child protection.	
Able to maintain an atmosphere conducive to learning in a classroom without a teacher's presence.	
Desire to enhance and develop skills and knowledge through CPD	

Ability to use own initiative	
Able to work flexibly in responding to supporting others on the team in the event of absence	
A personal manner in keeping with the school ethos towards parents, children the community and wider world.	
Work autonomously in completing core job functions.	
Able to present a suitable professional image for this role.	