



Cover Supervisor

L.E.A.D. Academy Trust consists of 26 academies across Nottingham, Sheffield, Derby, Lincoln and Leicester and is recognised by Ofsted as a leading academy sponsor. Our academies are encouraged to lead and manage in a way that preserves their individual identity and responds to the specific needs of their young people and community.

This role represents an exciting opportunity to be part of something special, developing and supporting our Trust in improving education outcomes for children and young people. In the attached candidate pack you will find further information about the role and its responsibilities.

Bishop Alexander L.E.A.D Academy

We are a one-form entry academy with 220 pupils, which consists of a modern school building with extensive grounds. There is a diverse community, with 13 different home languages spoken, and pupils come from a range of backgrounds. We are passionate about pupils being able to 'see' themselves in our curriculum, and we pride ourselves on our inclusive ethos.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is subject to a Disclosure and Barring Service check.

Job details:

Contract type: Fixed Term for 1 Year

Salary pay scale: Scale U2 (£22,960)

Working hours: Part Time (2 posts)

Negotiable – 2 days and 3 days

Location: Newark

Benefits of working at L.E.A.D.

Competitive salary

Generous pension scheme

Continuing professional development

Access to physio services, occupational health and eyecare schemes

Employee assistance programme including free, confidential counselling services

Please see our Trust [website](#) for more information

Completed application forms should be returned to:

sallyh28@bishopalexanderacademy.co.uk

Overview of key duties:

- To work with teachers to prepare appropriate lessons / resources when absence is known in advance
- To compile appropriate lesson activities / resources in liaison with other teachers when absence is not known in advance
- To undertake classroom activities as directed by teachers to support teaching and learning process
- To assist in the preparation of resources and display
- To mark students' work in accordance with Academy policies and teacher instructions
- To undertake administrative duties as requested by teachers
- To cover classes as and when needed
- To input data to support Academy policies in Assessment, Recording and Reporting
- To maintain student records in accordance with statutory procedures, Academy policies and as directed by the Senior Leaders
- To manage the behaviour of pupils to ensure a constructive environment is maintained, by using a range of strategies
- Attend all meetings and functions necessary to support the work in this job description

See Person Specification for full details, in candidate pack.

Closing date: Friday 11th October 2024

Contact me for an informal talk about the role or to arrange a tour of the school.



Mrs Sally Hade



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