

# Cover Supervisor/Admin Assistant - Term Time Only

## The BRIT School

Are you passionate about the Arts? Do you wish to inspire young people?



Would you like to work somewhere unique, where you make a difference?  
Are you confident and comfortable working with young people in a supervisory role in the classroom?

We are looking for an enthusiastic and creative Cover Supervisor and Administrator to join our team.

The vacancy would suit anyone who wants to work in an exceptional, high achieving school that is holistic, celebrates difference and embraces diversity.

The BRIT School is a unique institution offering specialist education in the arts and related technologies, alongside the full range of National Curriculum subjects. It is sponsored by the British Record Industry Trust and has a unique relationship with the performing arts industries.

The BRIT School runs a 5 Term academic year with some school holidays falling at different times to the usual Local Authority school breaks.

Please see our website for further details of our term dates.

# Cover Supervisor/Administrator - Term Time Only

The BRIT School

Applicant Information Pack

Closing date - **9am, Friday 3rd  
January 2025**

Interview date - **Friday 10th January  
2025**

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## Job Description

Job Title	Cover Supervisor & Administrator- Term Time Only
Department	Admissions and Student Services
Salary	£28,340 (£31,986 FTE)
Grade	Band 4
Hours of Work	35 hours a week Term Time Only
Contract Type	Permanent
Responsible to	Assistant Director of Admissions and Student Services
Responsible for	N/A
Job Overview	To provide teaching cover during the absence of a teacher, and to provide general administrative support and supervision duties as required.

## Key Responsibilities

These include:

### Duties

- Cover lessons in the absence of the timetabled teacher, supervising the delivery of the established cover work by effectively communicating the work set to students.
- Secure and sustain an effective learning environment.
- Foster a climate of positive attitude towards learning.
- Oversee the collection of resources needed in order to effectively deliver the covered lessons/sessions.
- Provide brief pro-forma led feedback to teachers on the delivery of the covered lesson.
- Undertake form/lunchtime/break duties, etc. including registration cover as required.
- Assist in classes within a designated subject area, i.e. support delivery of subject lessons alongside the timetabled teacher.
- Assist in exam invigilation.
- To provide cover in support staff areas of the school where required, including Reception, Student Services, and the Library.
- Supervise students and help staff on school visits and trips.
- Monitor your own progress in achieving targets, evaluating the effects of your supervision and using this analysis for improvement.
- Be involved in identified initiatives and their monitoring and evaluation.
- Work with teachers to clarify teaching objectives in lessons, understand the sequence of teaching and learning the subject, and communicate such information to students.
- Seek guidance as appropriate on the choice of learning methods to meet the needs of their subject and of different students.
- Ensure opportunities are taken to develop students' literacy, numeracy and ICT skills.
- Use information about students' achievement in previous classes and schools to secure good working relationships with learners.
- Act consistently within departmental and school wide rewards and sanctions policies.
- Liaise with colleagues regarding individual learners' development and in rewarding positive behavior.
- Ensure the effective and efficient management and organisation of learning during cover lessons.
- Be aware of and comply with policies and procedures relating to child protection & safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend and participate in regular calendared meetings.
- Participate in training and other learning activities.
- Take part in the school's performance management cycle.
- To undertake any other duties or one-off tasks at the reasonable request of the Principal/SLT/Line Manager.

### Administrative duties

- To keep the School's MIS/database system up to date and utilise it for data entry and retrieval.
- To be responsible for answering the phone lines on the main reception desk, dealing with student, parent/carer and public queries.

- Issue and reissue Student ID Cards, ensuring students are charged as appropriate.
- To carry out administrative tasks throughout the department including filing, record keeping, photocopying, etc.
- To assist with staff requests for communications to students and parents/carers by means of the "Jira" Helpdesk.
- Photocopy material for school use, including internal examination papers and other booklets and leaflets as required, trimming, binding and packaging of finished items where necessary.
- Monitor the progress of the copying runs and quality check samples.
- To respond to reprographics requirements of staff in a timely manner.

### Other duties

- To act as a Fire Marshall/Deputy Fire Marshall in the event of an emergency if required.
- To attend school and departmental meetings and Inset.
- To work some evenings during open days and whole school events for which time off in lieu will be given.
- To undergo any training required in order to perform duties efficiently.
- First Aider
- To exercise a commitment to the school's mission statement and stated ethos including the equal opportunities policy, health and safety policy and all other current school policies.
- To undertake any other duties or one-off tasks at the reasonable request of the Principal/SLT/Line Manager.

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
Education and Training	Proven ability of working in a School Environment	E
Knowledge, Skills and Experience	Confidence and proven ability in working with a rich cultural mix of students aged from 14 to 19	E
	Proven ability in communicating at all levels with students, staff, parents and contacts in the community	E
	Proven ability of working pro-actively and using own initiative	E
Personal Qualities	Energy, enthusiasm and a commitment to the learning process	E
	Flexibility and a willingness to undertake a wide range of tasks	E
	A confident but welcoming manner when dealing with staff, students, parents and members of the public	E
	Cooperative personality and the ability to interact positively with young people	E
	A commitment to the School's mission, ethos and equal opportunities policy	E
	An empathy with the use of the Arts in education	E

## Terms and Conditions

Availability	ASAP
Contract Type	Permanent
Hours of Work	35 hours a week TTO
Salary	The BRIT School Pay Scale Band 4 increment points 13-18

Appointments will normally be made to the first point of the grade. Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.

**Work permit** All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.

**DBS Check** The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).

**Probation** The post has a six months' probationary period.

**Notice Period** This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 4 weeks.

**Pension** Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.

## Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive complimentary tickets on a first come first serve basis for any BRIT School show of their choice.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £150 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme <a href="http://www.cyclescheme.co.uk">www.cyclescheme.co.uk</a>
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.
Counselling Service	The BRIT School offers a free in-house counselling service. There is also a weekly group counselling/Supervision available for staff, numbers permitting.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	<b>Library</b> – The School has a very well stocked library with not only books, but magazine, journals, music and DVD's which staff are very welcome to utilise.

## About Us

### School Overview

The BRIT School is the leading Performing and Creative Arts school in the UK and completely FREE to attend. It provides a unique education for over 1,400 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

The BRIT School has produced many successful, singers, musicians, dancers, technicians, film-makers, performers, designers, games-makers, set-makers, community arts practitioners, DJs, actors, stuntmen, producers, authors and a whole cast more.

Former Students have so far won 12 BRIT Awards, 19 Grammys, 2 BAFTAs and 2 Oscars, a Laurence Olivier Award, a UK Theatre Award and 2 London Evening Standard Awards.

### Our Mission

To prepare young people for careers in the creative and performing arts.

### Our Values

- Original
- Responsible
- Ambitious
- Inclusive
- Kind

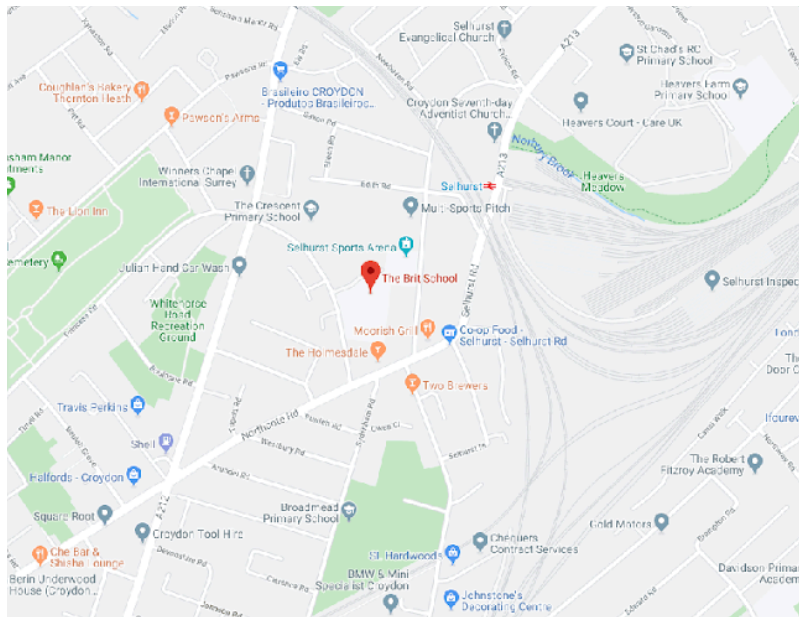




## Location

The BRIT School is located in Selhurst, Croydon.

60 The Crescent, London, Croydon CR0 2HN



## How to Apply

To apply, please complete our Application Form available [here](#).

CV's without an application form cannot be accepted.

**Closing date**  
3rd January 2024

**Interview date**  
10th January 2024

The BRIT School is an Equal Opportunities Employer.

For more information follow us @TheBRITSchool