

# Capital City Academy - Job Description: Support Staff – Term Time Only

## Title of Post

Cover Supervisor

## Salary

Scale 2b

## Hours per week

37

## Weeks per year

39 + holiday entitlement

## Reporting to

## Job Purpose

Cover for short term planned or unplanned absence of a teacher by taking LA time and supervising lessons throughout the day. Supporting students in making good progress. Interpretation of work set by the class teacher/ CAL seeking additional work where necessary and actively promoting high expectations for students at all times.

## Generic Duties

- To be an active member of the Capital Support Staff Team and to support the Principal in embedding a strong Culture for Learning across the Academy.
- To attend relevant meetings and provide administrative support as required.
- To be an effective line manager/ line managee.
- To maintain high expectations and standards at all times contributing to the positive ethos of the Academy.
- To contribute to the promotion of equal opportunities and celebration of diversity in all aspects of the work of the Academy.
- To take personal responsibility for professional development and to participate in the Academy's arrangements for Appraisal using BlueSky. This includes attending 5 training sessions per INSET day which may be completed outside of work hours to allow the INSET days to be taken in lieu.
- To take responsibility for the safeguarding of young people. Capital City Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff must attend at least annual safeguarding training and read Keeping Children Safe in Education at least annually and whenever it is updated. All staff must report any safeguarding concerns to the Designated Safeguarding Team immediately.
- To be willing to obtain a nationally recognised First Aid certificate and / or undertake fire marshall training to assist in the safety and welfare of the students.
- To undertake such further activities as may reasonably be directed by the line-manager or Principal.

## Specific Duties

- Manage the students conduct in line with school policies and using strategies to promote an outstanding attitude to learning, thus ensuring progress continues to take place.
- Report, as appropriate and in line with school policies and procedures, any problems such as incidents of disruptive or unacceptable behaviour during the lesson.
- Report any problems with the set work to senior director and/or appropriate Curriculum Area Leader—especially if it is inappropriate or below an agreed standard.
- Assist students during a lesson to complete tasks set either through supporting self-directed study, or assisting pupils by responding to their questions.
- Follow the directions of the class teacher or Curriculum Area Leader with regards to the collection of work and provided feedback to the classroom teacher on the outcomes of the lesson.
- Work with teachers and curriculum co-ordinators to plan cover work for an absence known in advance, and prepare a bank of materials available for unexpected absence.
- Follow school initiatives with regards to teaching and learning in the classroom, and work with

teachers to support any strategies deployed for specific classes.

- Assist in the supervision of examinations, both public and internal.
- Provide administration support for teachers, assist with classroom displays and other management tasks as directed.
- During periods when cover is not needed, work as a Learning support assistant under the direction of the SEND lead.
- Manage the pupils Health and Safety, taking appropriate action related to any problems or emergencies that occur during the lesson.
- Participate in an induction programme that includes lesson observations of experienced teachers and application and use of school policies and procedures, and actively participate in any further training as directed by the AP: staff training or line manager.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Provide supervision at breaks and lunchtimes in-line with schools duty rota.

Person Specification		
Competency	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Numeracy and literacy skills equivalent to Grade C/ 4 in Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>• Higher level qualification.</li> <li>• First aid qualification.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Working with young people in a developmental or learning environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Leading learning for students and supervising young people independently.</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies/codes of practice and general awareness of relevant legislation.</li> <li>• Understanding of principles of child development and learning processes and in particular, barriers to learning.</li> <li>• Competence in the use of ICT to support teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of level 2 and 3 qualifications and content.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to work with a minimum of supervision and within a team.</li> <li>• Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment</li> <li>• Necessary skills to manage classroom activities and the physical learning spaces safely.</li> <li>• Have the ability to work calmly under pressure and to adapt quickly and effectively to changing circumstances/situations.</li> <li>• An ability to use own initiative to motivate and inspire with a creative approach to problem solving.</li> <li>• Organise and keep effective records.</li> <li>• Excellent communication skills, both verbal and written.</li> <li>• Good interpersonal skills with children and adults.</li> <li>• The ability to critically evaluate own performance</li> </ul>	

	<ul style="list-style-type: none"><li>• Flexible with effective time management skill</li></ul>	
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