
Job Description

Job Title:	Cover Supervisor
Location:	Lodge Park Academy
Job Purpose:	The Cover Supervisor provides cover supervision for absent teachers, wherever possible across the Academy, and generally support the smooth operation of the Academy staff at other times. They play a vital role in contributing to the culture, ethos and well-being of the whole Academy.
Background:	The David Ross Education Trust (DRET) is a growing network of academies with a geographical focus on Northamptonshire, Lincolnshire and Yorkshire/Humber region. The network is a mix of primary, secondary and special academies and a mix of those that have chosen to join DRET on conversion and those that are sponsored academies.
Reporting To:	Cover Manager
Salary:	Point 21 (£20,138 FTE) (£14,873 ACTUAL) 31.25 per week Monday – Friday 8:20am – 3:05pm

Key Responsibilities

PROVIDE COVER SUPERVISION

- You will, as directed by the Cover Manager supervise students in their work during the absence of their teacher.
- You will liaise with Subject Leaders and other teaching staff within the team in which there is an absence where possible, to ensure that instructions are clarified.

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All staff and volunteers are expected to share this commitment

- You will liaise with LSAs regarding individual students being supported in any class being covered.
- You will administer clear instructions to the class, based on the detailed work set and actively supervise students as they carry out work.
- You will inform the subject teacher of any non-participation by individual students.
- You will contribute to the evaluation of work set for cover lessons
- You will provide feedback on learning activities and contribute to Academy review and development planning
- You will contribute to behaviour management within the Academy in accordance with the school's Behaviour Policy
- You will promote a pride in Lodge Park and its particular ethos.

SUPPORT

- You will provide the support described below under the direction of your Cover Manager.
- You will attend staff briefings and other meetings that fall within your working hours to keep up-to-date with operational matters and take part as necessary.
- You will attend professional development that falls within your working hours to keep up-to-date with operational matters and take part as necessary.
- In periods of working time in which you are not required to provide cover for absent teachers you will provide general support appropriate to your skills and experience. This will include:
 - Work to support your own cover supervision such as preparing relevant additional cover resources.
 - Following up on any matters arising from cover lessons such as insufficient or inappropriate work set with the relevant subject leader.
 - Observe and be present in lessons relevant to your cover supervision to allow you to be familiar with the students, work and approaches
 - Ad-hoc immediate short term cover in the case of unforeseen circumstances not planned with the Cover Manager.
 - Regular support in a programme agreed and reviewed with the Cover Manager in each term, including duties such as: display, preparing certificates, using form letters, data entry, and collation. Duties will be appropriate to a member of associate staff but not incorporate the specialist work of an HLTA.
 - Incidental support within the Academy when time allows including the areas above, organizing materials, photocopying etc. Duties will be appropriate to a member of associate staff but not incorporate the specialist work of an HLTA.

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In addition you will continuously evaluate and review your role and propose improvements to this job description in the light of experience as part of the performance management process. You will also be required to carry out any other additional duties as might reasonably required by the Principal.

Person Specification

QUALIFICATIONS

Essential

- GCSE English and Maths at A*- C or level 2 equivalent

KNOWLEDGE

Essential

- Commitment to and or experience of working with children and young people
- Ability to motivate and encourage children to meet their targets for learning and/or behaviour
- Ability to show awareness to when it is appropriate to consult teachers about a child's behaviour or learning
- Understanding of the practical application of Equal Opportunities in a school context
- Aware of Health and Safety and safeguarding issues

SKILLS

Essential

- Excellent verbal and written inter-personal skills at all levels
- Ability to organise own work and be self motivated.
- Ability to write brief reports and keep records
- An accomplished user of ICT
- Excellent organisation, prioritisation and time management skills
- An ability to share skills to other members of the team

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PERSONAL QUALITIES

Essential

- High levels of discretion and integrity
- Approachable and Composed
- Comfortable around and able to form good relationships with staff, students and parents
- Sense of humour
- Ability to be empathetic towards parents and students
- Able to be firm when required and consistent
- Committed to own professional development and that of others
- Highly motivated and hard working
- Fully supportive of the aims and ethos of a school providing a specialist school education and committed to ensuring access to the curriculum for all children

Academy Ethos

- Have high expectations of what students and staff can achieve
- Fully supportive of the aims and ethos of a successful Academy
- Able to develop and co-ordinate a sustainable strategy towards extra curriculum activities

Equal Opportunities

- Have regard to provide equality of opportunity for all

Health and Safety

- Aware of Health and Safety and Safeguarding as appropriate to role

Health and Appearance

- Good attendance and punctuality record
- A willingness to dress professionally in accordance with the culture of the organisation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

This post requires an Enhanced DBS Clearance check.

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