

## The Bushey Academy Job Description

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

<b>Post details:</b>	<b>Cover Supervisor (Unqualified Teacher)</b>
<b>Responsible to:</b>	<b>Cover Co-ordinator</b>
<b>Responsible for:</b>	<b>n/a</b>
<b>Hours:</b>	<b>35 hours per week, 39 weeks per year (term-time plus five additional INSET days)</b>
<b>Scale:</b>	<b>H4 SCP 17-20 depending on experience</b>
<b>Salary:</b>	<b>£15,695.04 to 16,616.86 p.a.</b>
<b>Hours of work:</b>	<b>8.00 am to 3.30 pm (allowing for half an hour unpaid lunch) or as negotiated with the academy</b>
<b>Contract Type:</b>	<b>Permanent following successful probationary period.</b>

### JOB OVERVIEW

- To Supervise classes across the curriculum (KS3 & KS4) in following a programme of study during the short-term absence of their class teacher
- To give instructions for the lesson as provided by a teacher and provide feedback
- To maintain good order in the classroom, give clear instructions and keep students on task
- To provide efficient and comprehensive administrative support as required.

#### 1. Key Responsibilities - Cover

- Supervise pupils in class during the absence of their class teacher
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with the Code of Conduct, encouraging students to take responsibility for their own behaviour
- Administer clear instructions to the class, based on the detailed work set, and actively supervise pupils as they carry out the instructions
- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Take class registers
- Liaise with Head of Department, where possible, to ensure that instructions are clarified
- Liaise with Teaching Assistants regarding individual pupils being supported in class
- Provide feedback on learning activities
- Make appropriate use of equipment and resources
- Support the use of ICT in learning where appropriate.

## 2. Other Duties and Accountabilities

- Co-ordinate cover requests and arrange cover as required in the absence of the Cover Co-ordinator (this will require some flexibility in your hours of work)
- Undertake such ICT or other training as is necessary to operate the school systems effectively and ensure that academy procedures are adhered to
- Work co-operatively with the admin and support teams and provide assistance as necessary to all parents, students, staff, governors and other relevant stakeholders
- Be aware of and comply with policies and procedures relating to inclusion, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Principal
- Ensure compliance with your responsibilities as laid out in the academy's Equal Opportunity Policy and take an active role in promoting equality and diversity
- Promote the academy's ethos of being 'Proud to Belong' and support our commitment to providing a caring and stimulating environment, and improving standards for all students within the academy
- Undertake any other task reasonably requested by the Principal.

Date: \_\_\_\_\_ Next review date: \_\_\_\_\_

Signed (post holder): \_\_\_\_\_

Signed (line manager): \_\_\_\_\_

**The academy may be able to offer funded teacher trainee positions in certain subject areas for exceptional candidates.**

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is current but, following consultation with you, may be changed by the Principal to reflect or anticipate changes in the post which are commensurate with the salary and job title.

## PERSON SPECIFICATION

### Cover Supervisor

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#### Post: Cover Supervisor (Unqualified Teacher)

Attributes	Essential	Desirable
5 or more GCSE Grade C or equivalent including English and mathematics	✓	
Excellent communication & interpersonal skills	✓	
An ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post	✓	
Ability to be flexible and use your own initiative	✓	
Ability to work calmly under pressure	✓	
Ability to work confidentially	✓	
Excellent record of attendance	✓	
Ability to work well in a team	✓	
A sense of humour	✓	
Positive attitude	✓	
Energy and enthusiasm	✓	
Warmth and sensitivity	✓	
Commitment to the Academy and the students we serve	✓	
A belief that students come first	✓	
Able to quickly establish positive working relationships with a wide range of people from within and outside the academy	✓	
A high standard of dress and appearance. (No visible tattoos or facial piercings).	✓	
Able to exemplify good practice, work flexibility and proactively while maintaining a high standard of professionalism	✓	
Able to build good relationships with adults and children	✓	
A commitment to safeguarding & promoting the welfare of children and young people	✓	
A willingness to undertake additional training, keep up-to-date with changes and developments in good practice	✓	
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	✓	
Excellent punctuality and professional conduct	✓	
List 99/DBS Checked		✓