

## Job Description

<b>POST:</b>	Cover Supervisor (Maternity Leave)
<b>RESPONSIBLE TO:</b>	Principal, under the day-to-day leadership and management of the Cover Supervisor Manager
<b>SALARY:</b>	Grade 6 SCP 15 - 25
<b>KEY RELATIONSHIPS:</b>	Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.
<b>LOCATION:</b>	Oasis Academy Lord's Hill
<b>WORKING PATTERN:</b>	Term time, Mon – Fri 33 Hours a Week (8 – 3 with a 20 mins break)
<b>JOB PURPOSE:</b>	

To supervise classes for teachers who may be in meetings; leading or participating in professional development or for a teacher who is absent due to illness.

### RESPONSIBILITIES:

- To supervise the classes or tutor groups for teachers at meetings, professional development activities or with short term illness.
- To explain clearly to students the work set by the teacher and to help students with organisation of resources.
- To ensure the Behaviour Management Policy and Conduct are followed including rewards and sanctions.
- To ensure there is a prompt and orderly start to the lesson and students are dismissed according to the school policy.
- To complete a class register at the beginning of the lesson to be returned to the teacher with the work.
- To assist students in the organisation of their work and to ensure the equipment is there.
- To maintain the conditions for the completion of the work as required by the class teacher.
- To collect in work at the end of the lesson and distribute it as required by the teacher.
- To liaise closely with the Subject Leaders, Leadership Team members and Cover Co-ordinator who assign classes.
- To oversee dismissal of students at the end of the school day in a designated area.
- To be involved in invigilation duties as required.
- To attend training as required.
- To provide support in the classroom with a teacher or other activities around the school including supervision of students in 'Isolation', participation in the school's on call system as required, school display and other administrative activities at times when no cover, supervision or invigilation is required.



The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

**Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**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 post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.**

# Cover Supervisor Person Specification

## Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

## Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document which accompanies this job description.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Appropriate academic qualifications to at least GCSE A - C standard or ability to demonstrate literacy and numerical competency through proven experience.</li> </ul>	<ul style="list-style-type: none"> <li>Post 16 educational qualifications.</li> </ul>
<b>Experience, Qualifications &amp; Skills</b>	<ul style="list-style-type: none"> <li>Self-motivated and committed to self-development.</li> <li>Experience within a workplace or other appropriate environment.</li> <li>Experience of working effectively within a team.</li> <li>Awareness of the needs of a classroom environment.</li> <li>Calm and adaptable with an ability to work within a flexible and busy environment</li> <li>Good organisational skills.</li> <li>Ability to work in an environment which requires a high level of confidentiality.</li> <li>Good interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>Recent professional development relevant to the post.</li> <li>Evidence of independent work.</li> <li>Successful experience of working with young people.</li> <li>Experience of using behaviour management strategies and techniques with young people.</li> <li>Evidence of having held a position of responsibility within a work place environment.</li> <li>Good ICT skills.</li> <li>Ability to use e-mail and internet.</li> </ul>

## Personal

- Ability to encourage learning and motivate young people in their studies by building positive relationships.
- High expectations of behaviour and ability to challenge without confrontation.
- Good interpersonal skills with the ability to liaise effectively with other staff.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to undergo appropriate checks, including enhanced CRB checks.
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline
- Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos
- Supports the Academy's aims.