



## **Cover Supervisor**

### **Job Description**

<b>Salary scale:</b>	Salary: F013 (£19,601) (pro rata – Actual £17,152)
<b>Responsible to:</b>	Assistant Principal
<b>Job purpose:</b>	To supervise whole classes during the short-term absence of the teacher. The main focus of such cover will be to respond to questions, assist students to undertake set activities and stay on task and maintain order.
<b>Managing:</b>	None

### **Key Responsibilities**

- To work under the guidance of teachers and/or members of the Academy Leadership Team and within an agreed system of supervision.
- To support individuals and groups of students to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.
- To supervise whole classes during the short-term absence of the teacher. The main focus of such cover will be to respond to questions, assist students to undertake set activities and stay on task and maintain order.
- To act as an examination invigilator, when required. To provide administrative support for the Academy when not required for cover invigilation.

### **Support for students when supervising classes in the absence of the teacher**

- To register and record student attendance.
- To instruct students regarding the work left by their teacher.
- To provide students with the necessary resources for their learning.
- To enable orderly entrance and exit of classrooms.
- To promote the inclusion and acceptance of all pupils within the classroom.

- To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher and engender high expectations.
- To follow Academy systems and procedures on behaviour management.
- To report back as appropriate using the Academy's referral procedures on the behaviour of pupils during the class and any issues arising.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To liaise with teacher(s) about cover work.
- To be aware of particular pupils' specific needs as identified in IEP's.
- To support pupils in using basic ICT as directed.

### **Support for the Academy**

- Support for the Curriculum when supervising classes in the absence of a teacher.
- To collate a bank of supervision work in liaison with the relevant members of the teaching staff.
- Be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the Academy.
- Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for pupils.
- Attend and participate in regular meetings, including staff meetings.
- Participate in training and other learning activities and an annual performance review as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate.
- Undertake planned supervision of students' out-of-Academy-hours learning activities.
- Assist with the supervision of pupils out of lesson time, including before and after the Academy day and at break times.
- Supervise pupils on visits, trips and out-of-Academy activities as required.
- Provide clerical/admin support, eg, photocopying, typing, filing, collecting money etc.

## **Support staff**

Fulwood Academy has a strong support staff component; some support staff are centrally employed and others work in curriculum areas or other specified areas. In recent years the number of support staff has been expanded in order to release teaching staff from administrative tasks in line with the work force agreement.

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff and have a similar performance management system to the teachers scheme. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

## **Personal qualities for all staff**

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 4 core values:

- Aim High
- Work Hard
- Be Nice
- No Excuses

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

## **Performance Management**

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

## **Safeguarding Commitment**

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.