



Job Description

POST: Cover Supervisor

RESPONSIBLE TO: Cover Manager

RESPONSIBLE FOR:

SALARY: 384 points

LOCATION: Oasis Academy MediaCityUK

WORKING PATTERN: Monday to Friday - 32.5 hours p/w, 39 weeks p/yr

DISCLOSURE LEVEL: Enhanced

JOB PURPOSE: To provide supervision of students in the absence of the Subject Teacher or Class Tutor. This is not a teaching role and can be required to work on either site as required.

SPECIFIC RESPONSIBILITIES:

- A. The supervision of lessons, including the entry and dismissal of classes during the short-term absence of a teacher.
 - When a teacher is on 'Academy Business.'
 - When a teacher is on In-service training.
 - When a teacher is absent owing to a medical appointment/compassionate leave/personal leave etc.
- B. Liaison with Heads of Departments when necessary regarding the cover work.
- C. Registration of Family Unit groups in the absence of the Tutor.
- D. Invigilation of examinations.
- E. Daily duties when necessary.
- F. The supervision of pupils when on school visits, in the place of some teachers.
- G. When lesson cover is not required, tasks associated with reducing teachers' workload including administration or support within lessons.
- H. Assisting Senior Staff with combined groups and working under their direction.
- I. Possibility of a Mentoring Group.

The supervision of lessons will include:-

- Maintaining good order and discipline.
- Registering pupils.
- Delivery of work set by the teacher or Head of Department.
- Assisting pupils to complete the work.
- Collecting the completed work and returning to the appropriate person.
- Ensuring the classroom and surrounding area is left clean and tidy.
- Looking after any resources used.

J. Comply with Health and Safety, Fire Regulations and other Academy policies.

K. Any other duties in support of the Academy as reasonably decided by The Principal/Academy Senior Leadership Team.

L. Safeguarding children and young people

Oasis 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 an enhanced DBS check.

OTHER:

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.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Cover Supervision

Person Specification

Our Purpose

Oasis Academies exists 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 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 Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good general standard of education, especially with regards to numeracy and literacy skills.	
Experience, Skills & Knowledge	<ul style="list-style-type: none">• Successful recent experience of working with children of a relevant age.• Ability to apply behavior management policies and strategies which contribute to a purposeful learning environment.• Understanding of relevant policies, work independently, motivate and inspire with a creative approach to problem solving.• Must have excellent communication skills, both verbal and written.• Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.• A willingness to undertake any training and development related to the role.	<ul style="list-style-type: none">• Relevant experience of working in a school environment.• Basic knowledge of first aid an advantage.• Has undertaken induction training for teaching assistants.

Personal Qualities	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS 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. 	
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