

Job Description

Position: Cover Supervisor

Salary Grade: H

Reporting to: D Law – Vice Principal

Position Description

The cover supervisor is responsible for providing an educational atmosphere where students have the opportunity to fulfil their potential for intellectual, emotional, physical, spiritual and psychological growth. The cover supervisor is responsible for ensuring student learning is delivered and behaviour is effectively managed in the absence of the class teacher. Responsible for implementing cover work set by the teacher or department leader to enable students to continue their learning in the absence of their teacher and reinforce North Shore Academy's vision, ethos and values in their supervision of students.

Primary Responsibilities

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

Specific responsibilities include:

The duties outlined in this job description may be modified by the Principal, Vice Principal or Governors, with your agreement, to reflect or anticipate changes in the job commensurate with the salary.

- Supervising the students on work left in accordance with the academy policy
- Assisting in preparing the learning environment and the materials used therein
- Assisting with the management of student behaviour to ensure a constructive working environment in line with the academy's climate for learning systems
- Responding to students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with academy policy
- Recording and reporting attendance at lessons in accordance with academy policy
- Assisting in exam invigilation under the supervision of the examinations officer if required
- Reporting back as appropriate using the academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
- Following academy policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate
- Maintaining good order and discipline among pupils

- Ensure the safeguarding, health and safety of students both on academy premises and when they are engaged in authorised academy activities
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicate effectively, both orally and in writing, with students and colleagues on a regular basis.
- Collaborate with peers to enhance the instructional environment.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Models the Academy's core values instilling students understanding through their teaching and expectations.
- Establish and maintain cooperative working relationships with students and colleagues.
- Participate in relevant training and CPD support programmes to continually develop their professional practice.
- Participate in relevant academy meeting schedule and attends relevant academy learning events e.g. Open evening, STCE, options evenings, Key Stage support evenings
- Meet professional obligations through efficient work habits such as: meeting deadlines, honouring schedules, actively supporting cross-curricular developments etc.
- Perform other duties and responsibilities as assigned by their line managers and learning family.
- Follow the Tutor Job description when a tutor or assistant tutor
- Participate in training and other learning activities and performance development as required
- Be responsible for the provision of out of Academy learning activities e.g. club, extra-curricular activities within guidelines established by the Academy
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the Academy.

All work responsibilities are subject to having performance goals (well-formed outcomes) and/or targets established as part of the annual performance development process or as the result of organizational planning.

Technical Competencies & Skills

- Possess strong oral and written communication skills
- Work independently
- Work as part of a team
- Accept responsibility and be self-motivated
- Demonstrate a strong work ethic to achieve academy goals
- Display effective multi-tasking and time management skills
- Utilise a wide range of available technology to enrich students' learning experiences

- Develop a strong understanding of building learning power, cooperative learning structures and employ them in their delivery

Safeguarding

- Have a commitment at all times to safeguarding and the health and wellbeing of our students. Undertake relevant safeguarding training and keep up to date with developments in legislation and practice. Be aware of all policies and report any concerns to an appropriate person.

Academy Support

- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the Academy.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Professionalism & Learning

It is the Academy's expectation that its associate staff will be role models for students and conduct themselves in a professional manner in line with the Academy's code of conduct and policies. Cover supervisor are expected to be learners and model good learning for students. It is the Academy's expectation that all cover supervisors seek to improve their practice by actively involving themselves in professional development programmes of the academy which encourage and support reflective practice.

Signed: _____

Date: _____