

Job description

POST: **Cover Supervisor (Post 1)**

ACCOUNTABLE TO: **Assistant Principal (Teaching & Learning)**

CORE PURPOSE:

To supervise whole classes during the short term absence of the class teacher under the guidance of Directors of Progress / Seconds in Department / Subject leaders and /or Teachers in Charge. To implement schemes of work, manage student behaviour and assist students in relevant activities in line with the Academy's policies and procedures. Ensure the cover rota is produced on a daily basis and liaise with supply agencies to organise supply teachers when required.

JOB DESCRIPTION:

The job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

SPECIFIC RESPONSIBILITIES:

- Supervise classes for absent teachers (short term absence)
- Facilitate learning by ensuring supervised classes are quiet, calm and learning
- Assist with exam invigilation and the provision of Access Arrangements (e.g. reader, scribe)
- Liaise with teaching staff as appropriate
- Complete administrative tasks as appropriate
- Assist with school/classroom display
- Accompany teachers/pupils on school visits
- Any other supervisory duties deemed appropriate by the Principal or members of the Academy Leadership Team
- Adhere to Academy classroom protocols and policies
- Promote a firm but fair ethos in the classroom
- Deal with any misbehaviour appropriately following the Academy's policies
- Ensure named teachers/Student Support Managers are informed of any relevant information about pupils work or behaviour in supervised classes
- Support Student Learning Teams with in-class, individual and small group work and / or general clerical and administrative tasks when not supervising classes
- Produce the daily cover rota for the start of the academy day
- Liaise with supply agencies to ensure appropriate supply staff are booked when required

RESPONSIBILITIES APPLICABLE TO ALL SUPPORT STAFF ROLES:

- To work within the Academies Enterprise Trust (AET) Conditions of Service
- To support the aims, policies, procedures and ethos of the Academy and the AET
- To participate in the Academy's agreed Performance Management procedures
- Undertake appropriate staff training and development activities
- Safeguard the welfare of children in the Academy
- Work safely and co-operate with health and safety procedures
- Attend school meetings as appropriate within designated working hours
- To create and maintain good working relationships among all members of the Academy

community

- To promote appropriate personal and professional development of all staff, providing an example through their own development and practice
- To work collaboratively with teaching staff in supporting students in their learning and the preparation of learning resources and the provision of support services
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance
- Undertake whatever duties might be reasonably requested by the Principal, Members of the Academy Leadership Team or Line Manager

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of Hillview Academy, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person specification

The post-holder will be able to demonstrate the following:

Qualifications	<ul style="list-style-type: none">• Qualifications at GCSE level Grade C or equivalent in Maths and English• NVQ Level 3 or equivalent qualification in relevant discipline OR appropriate experience as a Teaching / Supervisory Assistant (desirable)• First Aid training or willingness to undertake appointed person certificate in First Aid (desirable)• Safeguarding (Child Protection) training (desirable)• Training in Special Educational Needs strategies (desirable)
Experience	<ul style="list-style-type: none">• Recent and relevant experience of working with children within an education setting, within a specified age range/subject area• Experience of working in an Academy or school environment (desirable)
Skills & Knowledge	<ul style="list-style-type: none">• Ability to relate well to children and adults• Ability to work effectively within a team environment, understanding classroom roles and responsibilities• Ability to build effective working relationships with all students and colleagues• Ability to promote a positive ethos and role model positive attributes• Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate• Ability to adapt own approach in accordance with students needs• Ability to continually develop and extend own working practices• Understanding of principles of child development, learning styles and independent learning• Specialist subject knowledge/curriculum/resources (desirable)• Effective use of ICT to support learning• Experience of resources preparation to support learning programmes• Excellent communication skills• Excellent numeracy and literacy skills• Be able to maintain confidentiality• Excellent listening skills• The ability to manage behaviour of children in a positive and supportive manner• Relevant knowledge of First Aid (desirable)• Knowledge of Safeguarding (Child Protection) (desirable)• Equal Opportunities and recognising the nature of the diverse Academy community (desirable)• Understanding of basic technology – computer, video, photocopier etc (desirable)

Attributes & Qualities	<ul style="list-style-type: none">• Friendly, approachable and professional manner• Calm approach• A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy• High expectations of all students; respect for their social, cultural, religious and ethnic backgrounds; and commitment to raising their educational achievements• Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners• Demonstrate and promote the positive value, attitudes and behaviour they expect from the students with whom they work• Able to improve their own practice through observations, evaluation and discussion with colleagues.• Ability to liaise sensitively and effectively with parent and carers, recognising their role in students learning
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