

**Job Description**

**Job Title:** Cover Supervisor

**Role accountable to:** Assistant Headteacher: Teaching and Learning

**Salary Scale:** Scale 5 (point 22 – 25) £20,661 pro rata (£18,092pa) - £22,658 pro rata (£19,814pa)

**Main Purpose of the job:**

To provide continuity of education for pupils whose lessons are affected by staff absence.

**Key responsibilities:**

* Under the agreed system of supervision, during the short-term absence of the classroom teacher, to supervise pupils undertaking work that has been set in accordance with the academy’s policy.
* To monitor and evaluate students’ responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
* To use ICT effectively to support learning activities and develop students competence and independence in its use.
* Assist with the supervision of students out of lesson times, including before and after school
* To undertake activities as directed by the teacher, with whole classes, individuals or small groups of students giving constructive support to students as they learn.
* Communicate work set by the teacher to the students, responding to any questions from them, about process and procedures.
* Communicate feedback from the covered lesson and ensure all completed work is returned to the teacher.
* To support students by responding to their individual needs and promote the inclusion of all students in the classroom.
* Manage the behaviour of students whilst they are undertaking work, to ensure a constructive climate for learning
* Report back using the academy’s agreed referral process on the behaviour of students during the class and issues arising.
* To assist in classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.

**Additional Responsibilities:**

* Ensure observation of Health & Safety regulations
* Uphold the academy’s ethos, rules and regulations.
* Be aware of Child Protection issues and raise any concerns through the appropriate procedures.
* Work as a member of a team in the day to day organisation of the whole learning environment in the academy to ensure good practices are developed and maintained.
* Participate in academy activities and staff meetings when appropriate.
* Undertake other associated duties as required, including lunch and break duty.
* Invigilate internal and external examinations, as required.
* Maintain all equipment used to the required standards.
* Participate in relevant Staff INSET as and when required.
* Take part in performance management procedures.
* Other admin duties may be carried out from time to time
* Be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, Health Safety & Security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**Please note:** This job description provides an overview and may not cover all aspects of the job. The role may involve other responsibilities as reasonably expected from the Headteacher at short notice.

***“The school’s work to promote pupils’ personal development and welfare is outstanding”***

OFSTED: May 2016

**Personal Specification**

**Qualifications**

**Essential**

**From**

**Desirable**

|  |  |  |  |
| --- | --- | --- | --- |
| GCSE grade C or above in English and Maths |  |  | A,I |
| Good numeracy/literacy skills |  |  | A,I |
| Degree in subject relating to the school curriculum |  |  | A, I |

**Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Experience of supervising staff or young people |  |  | A,I |
| Experience of working in a school or with young people |  |  | A, I |
| Experience of working in an educational setting |  |  | A, I |

**Knowledge and skills - the ability to...**

|  |  |  |  |
| --- | --- | --- | --- |
| Willingness to participate in development and training opportunities |  |  | A, I |
| Ability to work constructively as part of a team, understanding classroom role and responsibilities and your own position within these |  |  | A, I |
| Ability to offer a firm but friendly approach and be self confident in dealing with young people |  |  | A, I |
| Excellent written and oral communication skills |  |  | A, I |

**Commitment - demonstrate commitment to...**

|  |  |  |  |
| --- | --- | --- | --- |
| Excellence at all levels and a determination to succeed |  |  | A,I |
| Achieving the highest standards of teaching and learning for all students |  |  | A,I |
| Motivate others and adopt a positive approach to education |  |  | A,I |
| Equality of opportunity for staff, students and all members of the school and wider community |  |  | A,I |
| Promoting The Oldham Academy North vision and ethos |  |  | A,I |
| Establishing a high quality, stimulating learning environment |  |  | A,I |
| Ongoing relevant professional self-development |  |  | A,I |
| Safeguarding and child protection |  |  | A,I |

**Key**

A Evidence from application form and personal statement

I Evidence from a face to face interview