***Job Description***

***Post Title:*** *Cover Supervisor*

***Grade:*** *C1 point 22 – 25*

***Hours:*** *37 hours per week, term time only plus 5 days*

**Job Purpose:**

The successful candidate will:

* Provide classroom cover for teaching staff who are absent (covering short term absences).
* Maintain an orderly and purposeful environment in which students can complete work set by the classroom teacher/department.
* Implement the academy’s behaviour system and all relevant school policies.
* Report back to the team leader on a daily basis.
* Invigilate internal and external examinations when required.
* Accompany visits and field trips as required.
* Fulfil any other reasonable task requested by the Principal.
* Lead extra-curricular activities.
* To work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate
* To monitor and evaluate pupil responses to learning activities
* To provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and any other matters.
* To undertake marking of pupils work that has predetermined answers and involves no element of professional judgement or assessment.
* Accurately record all achievement and progress.
* Promote positive values, attitudes and good behaviour, dealing promptly with conflict in line with established policy
* Liaise sensitively and effectively with parents/carers as agreed with the teacher.

 Administer and assess routine tests and invigilate exams/tests where required.

* Support the use of ICT in learning activities and develop pupils@ competence and independence in its use.
* To provide general clerical administrative support – administer course work to produce worksheets for agreed activities

**PERSON SPECIFICATION**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications/Experience | * GCSE or equivalent in English and Mathematics
* Flexible approach to working
* Excellent interpersonal skills
 | * Experience of working with young people
* High academic (vocational) qualifications.
 | * Letter of application
* References
* Interview
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| Knowledge and Understanding | * Computer literate and word processing skills
* Ability to work on own and part of a team
 | * Experience of dealing with young people
 | * Letter of application
* Interview
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| Special Working Conditions | * Friendly, calm, and unruffled disposition
* Ability to develop good, constructive and business like relationships with students/staff
* Ability to adapt to different abilities, key stages, subjects and situations
 |  | * Interview
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| Continuous Professional Development | * Evidence of commitment to personal CPD
 |  | * Application
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| Personal Qualities | * A passion for education and making a difference
* Excellent communicator
* Effective team member
 |  | * Application
* References
* Interview
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Bruntcliffe Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.