

# **Job Description –Associate Tutor / Cover Supervisor**

**Post:** Associate Tutor / Cover Supervisor

**Role:** To work with other professionals at Olive Academy to raise the attainment of students. To act as cover supervisor as needed.

**Salary:** Scale 6 26-28 Term Time Only. TEMPORARY ROLE till the end of Summer Term 2018

**Responsible to:** Assistant Headteacher

## Core Purpose

Associate tutors will work closely with teachers, SLT, outside agencies and parents to help improve the learning, progress and behaviour of students.

## Personal and professional conduct

* Work to high professional standards embodying the core Olive values of ambition, determination, conviction and reflection.
* Forge positive and mutually respectful relationships with colleagues and students.
* Have regard for the Olive Academy Safeguarding policy and work to keep students safe always.
* Be a reflective practitioner using quality assurance and performance management feedback to improve your own practice.
* Support the operational running of the academy by undertaking supervision duties.

## Knowledge and understanding

* Demonstrate expertise, knowledge and skills in understanding the needs of Alternative Provision students.
* Have a good working knowledge of barriers to learning such as SEND or SEMH needs.
* Acquire a level of subject and curriculum knowledge which is appropriate to your role.
* Take responsibility for ensuring that your own knowledge and understanding is up to date.

## Teaching and learning

* Use the Be Olive behaviour policy consistently.
* Ensure that effective, non-confrontational behaviour management strategies are employed.
* Take direction from teachers and other staff about the which students to support.
* Support teachers in delivering the Be Olive minimum classroom expectations.
* Contribute to assessment and planning.
* Act as cover supervisor, including delivering lessons where necessary.
* Take on the role of Group Coach.
* Help teachers to make learning resources for students.
* Maintain a stimulating and safe learning environment.
* Communicate effectively and sensitively with students. Model standard English always and support students developing oracy.

## Working with others

* Work is partnership with other professionals in the academy and outside agencies.
* Communicate effectively and widely with parents and careers.
* Work collaboratively with teachers and other Associate Tutors.

COACHING

* Under the guidance of the AHT PDBW, to act as a coach to a group of students

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.