

Post Reference: 2657

Job Title: Cover Supervisor

Academy Name: Leeds City Academy

Grade: C1 (Actual Salary £23,834 to £25,854)

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

Accountable to: Assistant Principal – Assessment & Intervention

JOB DESCRIPTION

Role:

You will provide cover for the short-term absence of teaching staff, and support teams in other areas such as the development of resources. You will also contribute to the key objective of the academy development plan to raise the standard of achievement.

All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with White Rose Academies Trust.

General Duties and Responsibilities:

- To provide cover supervision for the short-term absence of teachers.
- To use specialist skills/training/experience to support students' learning.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all students within the classroom.
- To support students consistently whilst recognising and responding to their individual needs.
- To encourage students to interact and work co-operatively with others and ensure all students are engaging in activities.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To provide feedback to students in relation to progress and achievement.
- To establish an appropriate learning environment in lessons.
- To work with the teacher in lesson planning, evaluating, and adjusting lesson/work plans as appropriate.

Job Description and Person Specification

- To monitor and evaluate student responses to learning activities within a supervised lesson.
- To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- To be responsible for keeping and updating academy records contributing to reviews of systems/records as requested.
- To undertake the marking of students' work, which has predetermined answers and involves no element of professional judgement or assessment and to accurately record achievement/progress.
- To promote positive values, attitudes, and good student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To administer and mark routine tests which have predetermined answers and involve no element of professional judgement or assessment.
- To carry out invigilation of internal and external examinations.
- To provide general administrative support, administer coursework, produce worksheets for agreed activities as appropriate.
- To implement agreed learning activities/programmes, adjusting activities according to student response/needs.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To help students to access learning activities through specialist support.
- To be part of the academy's lunchtime supervision team.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To supervise students on visits, trips and outside of academy hours learning activities as required, which fall within the remit and hours of the post.
- Any other duties commensurate with the post.

Other duties:

- To carry out any other duties as directed by the principal commensurate with the general level of responsibility of the post.
- To carry out agreed and reasonable supervisory duties as detailed by the leadership team.
- To participate in meeting with colleagues and parents relative to the post

Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
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Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g. safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Job Description and Person Specification

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

PERSON SPECIFICATION

The specific qualifications, experience, skills, and values required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criterion is marked with whether it is an essential or desirable requirement, and at which point in the recruitment process it will be assessed.

You should be able to demonstrate the following criteria:

E = Essential

D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

I = Interview

R = References

C= Certificate

Qualifications

D	NVQ or equivalent/relevant experience	A I
E	Good Numeracy/literacy skills (GCSE A* - C English and Maths)	A I
D	Working with pupils and students in the 11 – 16 age range	A I
D	Evidence of recent and relevant training	A I

Knowledge and Experience

E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Able to form and maintain appropriate relationships and personal boundaries with students	A I R
E	Understanding of how to respond flexibly to young people's learning needs	A I
E	Demonstrate knowledge and understanding of the primacy of effective safeguarding in the academy	A I T
E	Willing to carry out all duties having regard to an employee's responsibility under the WRAT Health and Safety Policies	I
E	To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	I
E	Demonstrate a high level of motivation and commitment	A I

**Job Description and
Person Specification**

Skills, Attributes, and Abilities

E	Able to take responsibility and work with autonomy within set	E
E	Possess strong interpersonal skills and ability to communicate effectively with young people and adults	T I
E	Demonstrate good organisation and personal management skills	T I
E	Able to work successfully with students who demonstrate challenging behaviour	T I
E	Able to use ICT for recording, monitoring, and reporting	A I
E	Able to respect sensitive and confidential work	T I
E	Commitment to own personal development and learning	A I

Behavioural and other characteristics

E	Committed to continuous improvement	A I
E	Able to carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willing to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I
E	Possess personal integrity, warmth, and a willingness to grow and learn.	A I
E	Enhanced DBS Check.	I

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