# Job Description

**POST TITLE:** **Cover Supervisor**

**GRADE:** **Grade 7, Points 12-19**

**RESPONSIBLE TO:** **Assistant Principal**

## JOB PURPOSE

This post holder will work under the supervision of the Assistant Principal to:

- Supervise students working on a pre-set learning activity in the absence of a teacher.
- Provide specialist support in designated curriculum areas, including preparation and maintenance of resources and support to teaching staff and students.

## GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
    - Acceptable Use of IT Policy;
    - Code of Conduct;
    - Extremism & Radicalisation Policy;
    - Health, Safety and Security Policy & Guidance;
    - Keeping Children Safe in Education (Part 1) Guidance;
    - Safeguarding Policy and Training Slides;
    - Whistleblowing Policy;
    - IT Pack including Acceptable Use Statement;
    - Health, Wellbeing and Benefits Policy;
    - Finance Policy.
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans.
5. To develop and implement own professional development and skills.
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness.
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team.
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## SPECIFIC RESPONSIBILITIES

- Supervise the students working on a pre-set learning activity in the absence of a teacher.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Liaise with the designated class teacher to understand what the pre-prepared exercise for the class will be and what resources may be given to students to facilitate learning.
- Record and report attendance at lessons in accordance with Academy procedures.
- Explain and respond to students about what is required and what pre-prepared task/exercise they will be expected to undertake.
- Answer any general questions the students have in relation to the work set and model expectations to students.
- Manage behaviour of students to ensure that a constructive learning environment is maintained by using a range of strategies to deal with classroom behaviour as a whole, and also individual behavioural needs. This will include meeting and communicating with parents as required.

- Report back to the designated class teacher as appropriate.
- Work with teaching staff to establish an appropriate learning environment which is purposeful, orderly and productive.
- Assist teaching staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials as required by teaching staff.
- Be responsible for keeping and updating records as agreed with teaching staff.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/administrative support.
- Provide first aid assistance to staff, students and visitors as and when necessary.
- Provide flexibility to the working day to attend after school meetings, subject team meetings or year group meetings.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expects staff to wear professional business dress, mirroring our high expectations of our student dress code.

| PERSON SPECIFICATION – COVER SUPERVISOR | | |
|---|---|---|
| | ESSENTIAL | DESIRABLE |
| **EDUCATION & TRAINING** | | |
| Relevant educational or vocational qualifications equivalent to Level 2/3 or above e.g. GCSE/O Level, NVQ Level 3 or above or vocational qualification related to the post. | * | |
| Take responsibility for own professional development and be willing to partake in further in-service or external training and development. | * | |
| Willingness to share knowledge and best practice with colleagues | * | |
| Possess or be willing to train for the First Aid at Work or Emergency First Aid at Work certificate as approved by HSE. | * | |
| Degree in a Science Subject | | * |
| **EXPERIENCE** | | |
| Previous experience of working with students | * | |
| Previous experience of working within an educational setting | * | |
| A working knowledge of MS Office packages | * | |
| Willingness to identify and develop own IT Skills. | * | |
| **PROFESSIONAL SKILLS** | | |
| Ability to work independently and unsupervised using own initiative. | * | |
| Ability to solve unexpected problems but also identify when it is appropriate to seek assistance. | * | |
| Understanding and willingness to work within relevant Trust policies | * | |
| Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently. | * | |
| Ability to act as role model and set high expectations for behaviour, encouraging students to take responsibility for their behaviour and an ability to encourage students to interact and work co-operatively with others. | * | |
| Excellent organisational skills with a willingness to respond positively to changing circumstances and manage conflicting circumstances. | * | |
| Excellent communication skills | * | |