



Job Description

Job Title:	Cover Supervisor
Location:	Greensward Academy
Hours of work:	32.5 hours per week
Reports to:	Vice Principal (Development) and Business Manager

Overall Responsibilities:

To supervise whole classes during the short-term absence of teachers which may include supervising students in the Isolation Room, the Academy's school based exclusion department, and to plan and deliver lessons to classes as required.

Main Duties:

Cover Supervisor

- To ensure that students work in a calm and secure environment and manage the behavior of students while undertaking work.
- To keep students on task and completing the set work during the lesson
- Act as a role model, maintaining high standards of student work, conduct and behaviour and use a range of strategies to deal with classroom behavior as a whole and also individual behavior.
- Respond to questions about process and procedure and encourage students to improve the quality of their work.
- Promote the inclusion and acceptance of all students within the classroom.
- To ensure that students use equipment safely.
- Refer any students' concerns to the relevant person; teachers, Form Tutor, Head of Year and Teaching and Learning Leaders.
- To keep a record of student attendance at and punctuality to, lessons and report any notable observation by completing attendance registers.
- Check uniform and jewelry and refer any problems to the Head of Year.

- To attend in-house training sessions and other meetings occasionally held at the end of the school day. Attend relevant Academy meetings as required.
- To read and conform to the relevant Academy policies pertinent to the post, with particular reference to the confidentiality policy.

Teaching

- To teach, students according to their educational needs, including the setting and marking of all classwork and coursework carried out by students in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that Literacy and Numeracy are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching as required.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Support for Teachers

- To ensure registers are taken during registration periods and delivered to the Attendance Improvement Officer promptly.
- Collect any completed work after the lessons and return it to the appropriate teacher.
- Using the Academy's agreed referral procedures provide objective and accurate feedback to the teacher on the conduct of the lesson and keep appropriate records as agreed with the teacher.
- Promote positive values, attitudes and good student behavior, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behavior.

Support for the Curriculum

- Support the use of ICT where appropriate and make appropriate use of equipment and resources.

Support for the Academy

- When not needed to perform Cover Supervision for short-term absence, the post holder will be expected to work as part of the administrative team or assisting in specific departments as allocated.
- Deal with any immediate problems or emergencies according to Academy policies and procedures which may include appropriate administrative tasks.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection and SEN, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in professional development training and other learning activities as required.
- To be alert to any safeguarding concerns and inform one of the safeguarding core team as soon as possible during the course of that working day.
- The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Greensward Academy provided that they are consistent with the nature of the post.

Other Clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

	Essential	Desirable
Qualifications	English/Literacy and Mathematics/Numeracy to at least Level 2 of National Qualification framework.	Degree Qualification or equivalent
Knowledge /Experience	<p>Experience of supporting learners with specific needs</p> <p>An understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements</p> <p>Understanding of aims, content, teaching strategies and intended outcomes in lessons</p> <p>Working and supporting learners in an educational environment</p> <p>Experience of effective delivery of specific areas of the curriculum to individuals and in small groups</p> <p>Knowledge of the key factors affecting the way young people learn</p> <p>Knowledge of a range of strategies to establish purposeful learning and promote good behaviour</p>	
Skills/Abilities	<p>Ability to use Microsoft Office & databases effectively</p> <p>Ability to organise, prioritise and work on own initiative</p> <p>Written – Ability to record basic information and undertake written tasks as required</p> <p>Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone</p>	

	<p>Ability to communicate effectively and sensitively with Academy staff, professionals and parents/carers</p> <p>Relationships – Experience of forming appropriate and productive relationships a variety of people</p> <p>Team work – Proven experience of effective team and independent working</p> <p>Ability to work with collaboratively and flexibly within a team and contribute to team development</p> <p>Confidentiality – Ability to understand the need for confidentiality within a school environment</p> <p>Creativity – Ability to work on own initiative</p>	
Special Requirements	<p>Health & Safety – An understanding of Health and Safety in the workplace and how this applies</p> <p>Continuous Professional Development – Commitment to increasing own learning and development</p> <p>Commitment to raising educational achievement, positive values, attitudes and behaviour</p>	

	<p>Commitment to building and maintaining successful relationships with pupils</p> <p>An understanding of Equal Opportunities and the issues affecting the social, cultural, linguistic, religious and ethnic backgrounds.</p>	
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