City of London Academies Trust

Job Description

**Post:** Cover/Learning Supervisor

**Accountable to:** Director of Achievement

**Grade/Range:** Local Government Pay Scale

**Salary:** Scale 6 Point 18-25 £29,543-£30,516 pro rata (Actual Salary £25,718.24- £26,565.27 per annum)

**Working Pattern:** Full Time, 39 weeks term time only

**Location:** Hackney

**Disclosure level:** Enhanced

**Responsible for:** Cover

# Key Accountabilities

1. To cover short term absence of teaching staff, taking sole charge of a group of pupils.
2. Delivering work prepared by the class teacher to minimise the impact of the absence
3. Acting as the role of Learning Assistant in the event of no cover being assigned for a practical lesson, duty or additional studies activity.
4. Undertake training in teaching methodology and behaviour management alongside teaching staff.

**Duties and Responsibilities**

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

* To work with Subject Leaders in supporting the learning of students when their teacher is away.
* Deliver and supervise work that has been set in accordance with school policy and procedures.
* Manage students’ behaviour according to academy policies.
* Cover duties of absent staff as appropriate.
* Establish productive working relationships with students, acting as a role model and setting high expectations.
* Dealing with any immediate problems or emergencies according to school policies and procedures.
* Collect any completed work after the lesson and return it to the appropriate teacher.
* Report back as appropriate using the school’s agreed referral procedures on the behaviour of students during the class, and any issues arising.
* Provide feedback to students in relation to progress and achievement.
* Ensure thorough records are kept of achievement and progress.
* Undertake the role of Learning Assistant, working with teachers to ensure the progress of students when not covering classes.
* Understand and fulfil all the requirements of academy polices as outlined in the *Academy Handbook.*

**Additional Responsibilities**

* Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
* Attend team and staff meetings.
* Attend and participate in Open Evenings.
* Uphold the academy’s behaviour code and uniform regulations.
* Be responsible for ensuring subject knowledge is developed and participate in staff training and development.

#### Key Organisational Objectives

The postholder will contribute to the academy’s objectives in service delivery by:

* Following Health and Safety requirements and initiatives as directed.
* The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
* Ensuring compliance with Data Protection legislation.
* At all times operating within the school’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
* Adopting Customer Care and Quality initiatives.
* Fulfilling the role of Student Personal Adviser and/or mentor if required.
* Contributing to the maintenance of a caring and stimulating environment for young people.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

## Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

**Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

**English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Date of issue: ………………………………………..

Signature of postholder: ………………………………………..

City of London Academies Trust



Person Specification

**Our Values and Vision**

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'​.

**Our Staff**

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

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|  | **Essential** | **Desirable** |
| **Qualifications** |
| Educated to degree level or equivalent |  | **✓** |
| Qualified teacher status |  | **✓** |
| **Experience, Skills and Knowledge** |
| Ability to use ICT effectively |  | **✓** |
| Ability to use ICT to raise achievement |  | **✓** |
| Provide high-quality teaching to students of all abilities | **✓** |  |
| Ability to use collaborative teaching methods and work with colleagues in the preparation, assessment and monitoring of work | **✓** |  |
| Demonstrable experience of improving student outcomes | **✓** |  |
| Ability to provide high-quality outcomes | **✓** |  |
| Experience as a form tutor and/or pastoral work |  | **✓** |
| Developments in the National Curriculum |  | **✓** |
| Developing differentiated schemes of work |  | **✓** |
| Safeguarding and child protection procedures | **✓** |  |
| **Personal Qualities** |
| Excellent communication skills and organisational skills | **✓** |  |
| Ability to work hard under pressure while maintaining a positive, professional attitude | **✓** |  |
| Ability to organise and prioritise workload and work on own initiative | **✓** |  |
| Excellent creative teaching ability | **✓** |  |
| Commitment to personal career development | **✓** |  |
| **Other** |
| Safeguarding and Child protection policies and procedures | **✓** |  |
| Statutory requirements for effective inclusion | **✓** |  |
| Understanding of different social backgrounds of students | **✓** |  |
| Understanding the needs of students and the appropriate strategies to support them | **✓** |  |
| Understanding the needs of bilingual students | **✓** |  |