

## **JOB DESCRIPTION – WASHINGTON ACADEMY**

<b>JOB TITLE:</b>	Cover Supervisor
<b>ACADEMY:</b>	Washington Academy
<b>REPORTS TO:</b>	Business Manager
<b>GRADE:</b>	New NJC spine 7 – 9 (£19554 - £20344 per annum, full time) (salary will be subject to pro rata for term time only calculation)
<b>WORKING HOURS:</b>	37 Hours per week – Term Time Only plus Inset Days. Mon – Thurs 07:30 – 15:30 and Fri 07:30 – 15:05

### **Purpose of Job:**

To support and assist teachers as part of a professional team and to undertake a range of teaching and learning activities with whole classes and groups under the professional direction and supervision of the Head of Department, in line with the academy's policies and procedures.

### **Principal Responsibilities:**

1. Providing support for students, teachers and the whole school as outlined below.
2. To support the Cover Manager.
3. All administration related to cover provision.

### **Main Duties:**

#### **Teaching and Learning Activities**

1. Helping pupils make progress in a range of classroom settings including whole classes where the assigned teacher is not present.
2. Within an agreed system of supervision; planning challenging teaching and learning objectives and delivering learning activities to pupils, making adjustments according to pupil responses and needs, as appropriate.
3. Planning personal role in lessons and how to provide feedback to students and colleagues on students learning and behaviour.
4. Supporting teachers in selecting and preparing teaching resources that meet student needs and interests.
5. Contributing to identifying and undertaking appropriate out of academy learning activities which consolidate and extend work carried out in class.
6. Supporting teachers in evaluating student progress through a range of monitoring and assessment activities, by developing and implementing Individual Education Plans and assessing the needs of students using detailed knowledge and specialist skills to support students learning.
7. Monitoring student responses to learning tasks and modifying their approach accordingly.
8. Monitoring student participation and progress, giving constructive feedback to support them as they learn.

9. Supporting the role of parents in students learning and contributing to/leading meetings with parents to provide constructive feedback on pupil progress and achievement.
10. Regularly providing teachers and other colleagues with feedback on students learning, participation and progress.
11. Administering, assessing and marking tests.
12. Contributing to maintaining and analysing records of student progress.

### **Support for the Student**

1. Supporting all students included in a mainstream setting or any other learning environment as appropriate.
2. Communicating effectively and sensitively with students to support their learning.
3. Promoting and supporting the inclusion of all students, for example those with special educational needs, pupils from minority ethnic groups and those with disabilities, in the learning activities in which they are involved.
4. Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.
5. May be required to support extracurricular activities within working hours.

### **Support for the Academy**

1. Following the school guidelines for absent teachers and providing cover for lessons under the agreed system of supervision.
2. Under the supervision of the Principal or other designated teachers, invigilating internal and external examinations.
3. Liaising with teaching staff and other colleagues, to ensure adequate levels of support are available to teaching staff and pupils, including teaching assistant time-tabling.
4. Providing advice, information and demonstrations to other staff and teaching assistants to assist in the development of their skills.
5. Supervising and managing the work of other support staff within the educational context, where required.
6. Leading on mentoring support and assisting in any development review of other support staff.
7. Being responsible for the organisation and management of the allocated physical teaching space and allocated resources.
8. Helping to maintain a safe environment for the pupils and the staff.
9. To maintain in the appropriate qualification(s) and be part of the First Aid team.
10. To support with invigilation.

11. To be part of the academy Duty team.
12. To support the Enhanced Learning Provision where required.
13. To support Business Support Team where cover requirements are low.

### **Cover Supervisor**

1. Cover allocation for short and long term absences of staff using MIS, timetabled information.
2. Cover allocation of lunch duties for staff where unplanned absence has occurred using the duty rota information.
3. Supervising students under the direction of the Cover Manager for short-term planned or unplanned absences.
4. Communicating the work set by the class teacher. Details of work to be collected from the Head of Department.
5. Following the instructions of the class teacher related to the work set, and overseeing the collection of resources needed to deliver the covered lesson.
6. Working with the teacher to establish an appropriate, stimulating and effective learning environment e.g. creating displays of work in classrooms and around the school, and accompanying staff on school visits.
7. To collect completed work after the lesson and return to the appropriate member of staff.
8. All administrative requirements of the cover team.

### **GENERAL**

- Apply academy policies in relation to health, safety and welfare; child protection and safeguarding of children, young people and vulnerable adults; staff health and wellbeing; equal opportunities; data protection and confidentiality; and human resources, at all times.
- Take responsibility for own learning and development, identifying and attending appropriate training (following discussion and agreement with line manager) and keeping up to date with policy development.
- Take account of the Trust and the academy vision and values and apply these principles at all times.
- Attend academy meetings as required.

The duties above are an outline of the main responsibilities of this post and are not exhaustive. The post holder may therefore be required to carry out any other reasonable duties commensurate with the grade of this post following discuss.

**PERSON SPECIFICATION – Catering Manager, Washington Academy**

<b>Experience</b>	<b>Essential/ Desirable</b>	Measured/Assessed Through		
Experience of working in education and supporting children in a classroom environment.	Essential	A	T	I
Experience at both KS3 and KS4 settings.	Essential	A		I
Experience of working with students in a formal setting without immediate supervision.	Essential	A		I

<b>Skills &amp; Abilities</b>	<b>Essential/ Desirable</b>	Measured/Assessed Through		
Able to demonstrate strong and effective supervision skills.	Essential	A	T	
A high standard of numeracy & literacy.	Essential	A	T	
Able to communicate effectively, both orally and in writing.	Essential	A		I
Able to build and maintain effective relationships at all levels that encourage collaborative working.	Essential	A	T	I
Strong planning and organisational skills including the ability to prioritise, multi task and meet deadlines.	Essential	A		I
Proficient in Microsoft Office.	Essential	A		I
Highly organised.	Essential	A		I

<b>Knowledge &amp; Understanding</b>	<b>Essential/ Desirable</b>	Measured/Assessed Through		
Ability to effectively manage student behaviour in accordance with the academy's policy.	Essential	A	T	I
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to student's needs, encouraging the students to stay on task.	Essential	A		I
Ability to offer constructive feedback to pupils to reinforce self-esteem.	Essential	A		I
Knowledge of some areas of the National Curriculum	Essential	A		I
Ability to work effectively and supportively as a member of the academy team.	Essential	A		I
Ability to work within and apply all academy policies e.g. behaviour management, child protection, health and safety etc.	Essential	A		I
Knowledge of SEND/strategies for working with SEN students.	Essential	A		I
Knowledge of child protection and health and safety procedures.	Essential	A		I

<b>Qualifications</b>	<b>Essential/ Desirable</b>	Measured/Assessed Through		
GCSE Grade A-C or equivalent including English and Maths.	Essential	A		I
HLTA status.	Desirable	A		I
First Aid or commitment to gain within the first 3 months.	Essential	A		I