

Job Description Template

Post: Cover Supervisor

Accountable to: Assistant Principal- Teaching & Learning

Grade/Range: Pay Scale: SC5 Point 12-15 £27,023 - £28,392 (Pro Rata) £29,364 - £30,852 (Full Time Equivalent)

Location: City of London Academy Shoreditch Park, 40 Hyde Road, N1 5JU

Disclosure level: Enhanced

Job Purpose

The Cover Supervisor will be expected to:

- Supervise whole classes in the absence of the class teacher, giving instructions for a lesson as provided by a teacher, facilitating high quality learning and ensuring that pupils behave well and engage in the learning activities
- Respond to pupils' general questions and provide feedback to the teacher on broad issues such as behaviour and learning
- Where subject knowledge applies, facilitate interactive tasks and/or expositions of new content
- Work under the professional guidance of teachers and/or members of the Senior Leadership Team.

Key Responsibilities

Support for students

- Supervise students engaged in learning activities.
- Act as a role model and set high expectations of conduct and behaviour.
- Promote the inclusion and acceptance of all students within the classroom.
- Promote positive values, attitudes and student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Supervise classes of students when teachers are absent in accordance with school policy
- Assist in the preparation of the learning environment and the materials used therein
- Facilitate independent learning through activities which are set for students to undertake
- Ensure students are able to learn and develop skills as a result of the activities they undertake
- Respond to students' questions regarding the activities that have been set
- Act as an examination invigilator, when required, and provide administrative support for the Academy when not required for cover invigilation
- Ensure classes are quiet, calm, safe and well managed
- Collect work that is completed and return to the place/people as agreed
- Ensure that all learning designed for the group is completed
- Supervise the entry and exit of students in accordance with school policy
- Leave the room in good order at the end of the lesson.

Safeguarding and Promoting the Welfare of Children

- Assist in creating a safe and supportive academy culture for all students.

- Be aware of and understand the duties and responsibilities arising from the Children's Act 2004 and statutory guidance Working Together to Safeguard Children in relation to child protection and safeguarding children, young people and vulnerable adults.
- Developing the aspirations and self-belief of all students and by doing so securing high quality learning and progress for all students.
- Providing an approachable, authoritative and visible presence around the academy to provide high expectations and support for staff, students and parents.

Standards/Quality Assurance and Additional Responsibilities

- Uphold the academy's behaviour code and uniform regulations.
- Develop links with Hackney Learning Trust and neighbouring schools/academies.
- Conduct duties and detentions as designated by the Principal.
- Support extended day activities to enhance students' learning experiences.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend and participate in meetings, open evenings and student performances as required.
- Compile statistical returns as required.

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.
- Sharing the Academy's commitment to safeguarding and promoting the welfare of children and young people.
- 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.
- Ensuring customer care and quality assurance 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.

Associated Duties

The current School Teachers' Pay and Conditions document describes the duties which are required to be undertaken by Principals in the course of their employment. In addition, certain particular duties are reasonably required and exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that professional duties are discharged effectively.

Special Conditions of Service to Note

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors. The postholder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc.), with due notice.

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 on their application form and are expected to disclose such information at the appointed 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. The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

Equal Opportunities

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

Date of issue:

Signature of Postholder:

Signature of Chair of Governors:

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.

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

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
Qualified teacher status		✓
Evidence of continuing professional development	✓	
Experience and skills		
Demonstrable experience of improving student outcomes		✓
Experience of having made a significant contribution to the success of an academy		✓
Experience of effective performance management and quality improvement within a school environment		✓
Understanding of the National Curriculum and OFSTED Framework		✓
Demonstrable experience of high quality teaching and learning		✓
Experience of working with children with significant barriers to learning	✓	
Excellent organisational skills	✓	
Well-developed interpersonal and communication skills	✓	
Outstanding learning secured for students through outstanding teaching		✓
Use of intervention to support students with educational or medical needs		✓
Effective, rigorous and sensitive relationships with students that secure positive emotional health and excellent behaviour and attitudes	✓	
Knowledge and understanding		
Clear understanding of the ethos and strategies to establish high standards of outcomes and attitudes and behaviour in an area of socioeconomic challenge, and commitment to relentlessly securing those standards	✓	
Rigorous use of data to inform and shape interventions in order to secure outstanding outcomes for all students		✓
A deep commitment to the safeguarding and wellbeing of all students	✓	
Relationships with Stakeholders		

Commitment to working with others to secure the best outcomes for children	✓	
Skilful management and understanding of how to inspire and secure strong relationships with other academy staff, families and other external relationships	✓	
Work-Related Personal Qualities		
Demonstrate personal enthusiasm and commitment to making a positive difference to children and young people and raising standards	✓	
Demonstrate personal and professional integrity, including modelling values and vision	✓	
Commitment to support the aims of the Trust	✓	
Flexible and able to manage workload and competing deadlines, prioritising appropriately and maintaining good humour	✓	
Evidence of commitment to and understanding of collective responsibility	✓	