



JOB DESCRIPTION

JOB TITLE	COVER SUPERVISOR
GRADE	Grade 6-12 37 hours per week, 39 weeks per year
E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.	
PURPOSE OF JOB Supervision of whole classes during the short term absence of the class teacher under the guidance of teaching / senior staff, including implementation of work programmes, managing behaviour and assisting in relevant activities.	
Line managed by: Assistant Headteacher	
1 SUPPORT FOR STAFF AND STUDENTS <ol style="list-style-type: none">1. Use specialist (curricular/learning) skills/training/experience to support students2. Establish productive working relationships with students, acting as a role model and setting high expectations3. Promote the inclusion and acceptance of all students within the classroom4. Support students consistently whilst recognising and responding to their individual needs5. Encourage students to interact and work co-operatively with others and engage all students in activities6. Promote independence and employ strategies to recognise and reward achievement of self-reliance7. Provide feedback to students in relation to progress and achievement8. Work with the teacher to establish an appropriate learning environment9. Work with the teacher in lesson planning, evaluating and adjusting lessons / work plans as appropriate.10. Monitor and evaluate student responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.11. Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence12. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested.13. Undertake marking of students work and accurately record achievement / progress.14. Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.15. Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility and participate in feedback sessions / meetings with parents with, or as directed.16. Administer and assess routine tests and invigilate exams / tests17. Provide general clerical / admin support e.g. administer coursework, produce worksheets for agreed activities etc.	

2 SUPPORT FOR THE CURRICULUM

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support the use of ICT in learning activities and develop students' competence and independence in its use
4. Help students to access learning activities through specialist support
5. Determine the need for, prepare and maintain general and specialist equipment and resources

3 SUPPORT FOR THE ACADEMY

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the Academy
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
9. Undertake planned supervision of students' out of Academy hours learning activities
10. Supervise students on visits, trips and out of Academy activities as required
11. Any other related duties as they may arise as is appropriate to the grade and role.

All duties and responsibilities to be carried out in accordance with E-Act policies, standing orders and current legislation with an emphasis on customer care, equal opportunities, data protection and health safety.

VARIATION TO JOB DESCRIPTION

Parkwood E-ACT Academy reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

OUR VALUES

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	<ul style="list-style-type: none">• Have integrity and honesty in all that you do• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work• Take responsibility and ownership for your area of work• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils• Be transparent and open• Be resilient and trustworthy• Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none">• Understand how you can have a greater impact as a team than you can as an individual• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level• Recognise and celebrate the success and achievements, no matter how small, of your colleagues• Be generous with sharing your knowledge to help to develop others• Understand and be willing to receive suggestions and input on your area of work from others• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work• Be aware of other peoples' needs and show an ability to offer genuine support• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams