

Job Description & Person Specification

Cover Supervisor



Job Description

Salary	Grade 3
Reporting to	Headteacher, SLT, Class Teacher
Responsible for	
Location	Kingswinford

Job Purpose

The Cover Supervisor will supervise whole classes in the absence of the class teacher ensuring pre-prepared activities are complete and behaviour is appropriate, ensuring the health and safety of students at Kingswinford Academy in line with the vision and values of Windsor Academy Trust.

Reporting to: Headteacher, SLT, Class Teacher

Responsible for: None

Duties and responsibilities

- Supervise pre-planned activities and self-directed learning in the absence of the class teacher
- Manage the behaviour of pupils/students whilst they are undertaking this work to ensure a constructive learning environment.
- Respond to questions from students about process and procedures.
- Assist students to undertake set activities as appropriate.
- Deal with any immediate problems or emergencies according to the academy's policies and procedures.
- Collect completed work after the lesson and return it to the appropriate class teacher.
- Report back as appropriate using the academy's agreed referral procedures on the behaviour of students during the class and any issues arising.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom
- Encourage students to interact and work cooperatively with others and engage all students in activities
- Provide feedback to students in relation to progress and achievement.
- Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the students.
- Undertake planned supervision of students' out of hours learning activities as required
- Supervise students on visits, trips and out of school activities as required.
- Undertake exam invigilation as required

General

- Contribute to the overall ethos/aims of the academy
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS check.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

Line Manager's Signature:

Date:

Post holder's signature:

Date:

This job description may be amended at any time by agreement.

Person Specification – Cover Supervisor

ATTRIBUTES		Essential (E) or Desirable (D)
Qualifications	<ul style="list-style-type: none"> • Degree (A) • Maths & English GCSE Grade 4 / C or above (A) 	D E
Work related experience / Specialist knowledge	<ul style="list-style-type: none"> • Experience of working in a school (A) • Ability to manage the behaviour of students to promote and maintain order and a calm working environment. (A, I) • Good interpersonal skills with the ability and experience to enthuse and motivate others. (A, I) • Ability to support the processes and procedures for students learning. (A, I) • Ability to work on own initiative and as part of a team. (A, I) • Ability to relate well to children and adults. (A, I) • Ability to work under pressure. (A, I) • Good planning and organisational skills and a flexible approach to the management of work. (A, I) • Excellent communication skills both written and oral. (A, I) • Awareness of policies and procedures relating to child protection, health & safety, equal opportunities, confidentiality and data protection and of other relevant legislation. (I) 	D E E E E E E E E E
Aptitude, Skills & Abilities	<ul style="list-style-type: none"> • Commitment and enthusiasm for working with young people. (A, I) • Commitment to own professional development. (A, I) • Commitment to significant contribution to extra-curricular. (A, I) • Excellent organisational skills. (I) • High expectations of oneself. (A, I) • Sense of Humour. (I) 	E E E E E E
Other	Kingswinford Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS and pre-employment checks.	E