



# Cover Supervisor Job Description

**POST:** Cover Supervisor

**LOCATION:** Oasis Academy Leesbrook

**WORKING PATTERN:** Full-time, 37 hours per week, term time only.

**KEY RELATIONSHIPS:** Senior Leadership Team; relevant teaching and support staff; external agencies; other Oasis Academies and Oasis Community Learning central staff

**JOB PURPOSE:** To supervise classes of teachers who may be in meetings; leading or participating in professional development or for a teacher who is absent due to illness.

**SALARY RANGE:** SCP 6-9 Pro-Rata (FTE £19,698-£20,903)

**DISCLOSURE LEVEL:** Enhanced

**APPLICATION CLOSING DATE:** Wednesday 29<sup>th</sup> September, 2021 at 9.00 a.m.

**INTERVIEW DATE:** TBC

**START DATE:** ASAP

## **SPECIFIC RESPONSIBILITIES:**

- A. The supervision of lessons, including the entry and dismissal of classes during the short-term absence of a teacher.
  - When a teacher is on 'Academy Business.'
  - When a teacher is on In-service training.
  - When a teacher is absent owing to illness, medical appointment/compassionate leave/personal leave etc.
- B. Liaison with Heads of Departments when necessary regarding the cover work.
- C. Registration of Family Groups in the absence of the Family Leader.
- D. Invigilation of examinations.
- E. Daily duties when necessary.
- F. The supervision of pupils when on school visits, in the place of some teachers.
- G. When lesson cover is not required, tasks associated with reducing teachers' workload and including administration or support within lessons.



H. Assisting Senior Staff with combined groups and working under their direction.

I. Possibility of a Mentoring Group.

The supervision of lessons will include:-

- Maintaining good order and discipline.
- Registering pupils.
- Delivery of work set by the teacher or Head of Department.
- Assisting pupils to complete the work.
- Collecting the completed work and returning to the appropriate person.
- Ensuring the classroom and surrounding area is left clean and tidy.
- Looking after any resources used.

J. Comply with Health and Safety, Fire Regulations and other Academy policies.

K. Any other duties in support of the Academy as reasonably decided by The Principal/Academy Senior Leadership Team.

**L. Safeguarding children and young people**

Oasis 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 an enhanced DBS check.

**OTHER:**

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.



# Cover Supervisor Person Specification

## **Our Purpose**

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

## **Oasis Community Learning Ethos**

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

|                | Essential  | Desirable |
|----------------|--|-----------|
| Qualifications | <ul style="list-style-type: none"><li>• Good general standard of education, especially with regards to numeracy and literacy skills.</li></ul> |           |

|                                  | Essential  | Desirable   |
|----------------------------------|--|---|
| Experience, Skills and Knowledge | <ul style="list-style-type: none"> <li>• Successful recent experience of working with children of a relevant age.</li> <li>• Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</li> <li>• Understanding of relevant policies, work independently, motivate and inspire with a creative approach to problem solving.</li> <li>• Must have excellent communication skills, both verbal and written.</li> <li>• Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.</li> <li>• A willingness to undertake any training and development related to the role.</li> </ul> | <ul style="list-style-type: none"> <li>• Relevant experience of working in a school environment.</li> <li>• Basic knowledge of first aid an advantage.</li> <li>• Has undertaken induction training for teaching assistants.</li> </ul> |
| Personal Qualities               | <ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> </ul>  |   |