



## Guru Nanak Sikh Multi Academy Trust

**“We are here to help our students acquire skills and knowledge to achieve what they aspire to do.”**

**Aspire ~ Acquire ~ Achieve**

# Job Description

## Cover Supervisor (term time only)

### Job Description

#### **PURPOSE OF THE JOB:**

To work under the guidance of the Cover Manager and appropriate teacher and subject leaders and within an agreed system of supervision to:

- Supervise whole classes during the short-term absence of teachers. The primary focus when supervising will be to maintain good order and to keep students on task. The Cover Supervisor will need to respond to questions and generally assist students to undertake set activities.
- Support teaching or non-teaching staff when cover is not required.
- Provide cover for form periods as required
- Provide cover for lunch duties

To make a significant contribution to the vision and direction of Guru Nanak Multi Academy Trust where innovation and inspirational learning for all is the core value.

## Responsibilities and Tasks

**The main responsibilities of the post are to:**

**To support students and teachers, the Cover Supervisor will:**

- Use classroom/teaching skills/training/experience to support students
- Promote positive values, attitudes good student behaviour and health and safety, dealing promptly with conflict and incidents in their classroom and around the whole school in line with school policy
- Encourage students to take responsibility for their own behaviour
- Manage the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly and productive including completing electronic registers for registrations and every class
- Dealing with any immediate problems or emergencies according to the school's policies and procedures
- Collecting any completed work after the lesson and returning it to the appropriate teacher
- Rewarding students, where appropriate, in accordance with school procedures
- Reporting the behaviour of students during class or any issues arising as appropriate, using the school's agreed referral procedures
- Establish productive working relationships with students, acting as a role model and setting high expectations of themselves as well as the students
- Promote the inclusion and acceptance of all students within the classroom
- Recognise and respond to the individual needs of students
- Encourage students to interact and work co-operatively with others and engage all students in activities

- Set challenging and demanding expectations and promote self-esteem and independence
- Provide appropriate feedback to students in lessons
- Implement agreed learning activities/teaching programmes/ practical lessons

When not required to cover classes or groups of students the cover supervisor will provide support for the administrative team or the teaching staff as appropriate and directed.

### **General**

The cover supervisor will support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensuring all students have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school through professionalism in all that they do.
- Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teaching staff, to support achievement and progress of students.
- Attending and participating in regular meetings including training and other learning activities as required.
- Recognising his /her own strengths and areas of expertise and using these to advise and support others.
- Undertaking any other duties, which may reasonably be regarded as within the nature of duties and responsibilities/grade of the post as directed by, or on behalf of, the Headteacher.

### **Equal Opportunities**

- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.

### **Health & Safety**

In addition to the specific responsibilities of this post, every member of staff at Guru Nanak Multi Academy Trust will commit to:

- Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
- Taking responsibility for all risk assessments and establish and manage a proactive Health and Safety Service throughout the Academy, in relation to the role.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.*

**Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**



## **Person Specification**

### **Cover Supervisor**

<b>1. Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Previous experience of working/helping within a school		✓
Good general education including GCSE in Mathematics and English at Grade C or above	✓	
QTS		✓
Graduate level qualification	✓	
A First Aid qualification		✓
Basic understanding of child development and learning.	✓	
<b>2. Skills &amp; Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Good oral communication skills with ability to clarify and explain instructions	✓	
Have strategies to engage students across the ability range	✓	
Good oral communication skills with ability to clarify and explain instructions	✓	
Good working knowledge of and skills in Office applications, e.g. Word, PowerPoint and internet/email	✓	
An ability to communicate effectively with students and staff in a variety of ways	✓	
Professionally discreet and able to respect confidentiality on sensitive issues	✓	
Understanding of the difficulties young people can experience in school	✓	
Understanding of the responsibility for promoting and safeguarding the welfare of children and young people within the school	✓	
Experience of working with relevant age groups within a learning environment.	✓	
The ability to work as part of a team and work under own initiative	✓	
The ability to follow instructions	✓	
The ability to guide and supervise the children	✓	
Understanding of safeguarding	✓	
<b>3. Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Suitability to work with children	✓	
Have drive, enthusiasm, resilience, warmth and humour	✓	
Ability to work well within a supportive teamwork structure	✓	
Excellent attendance record	✓	
Have natural authority and the ability to motivate and encourage students and gain their respect	✓	
Confidence to review own performance	✓	
Be able to take direction but be prepared to take initiative when required	✓	
Flexible and adaptable	✓	
Reliable	✓	
Willingness to learn new skills and approaches and to share the experience with others.	✓	