L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

Cover Supervisor

Job Description and Person Specification

The Role

A clear summary of the purpose of the post and the qualities required.

What we are looking for

To provide effective classroom supervision during staff absence, ensuring learning continues in a safe, calm and purposeful environment while promoting positive behaviour, pupil engagement and high standards across the school.

Job Description

Job purpose

To support teachers and students as directed and ensure that classes are appropriately managed during times of teacher absence. To be responsible for the delivery of pre-planned cover of lessons and the delivery of daily PSHE.

Job Summary

Cover Supervision

- Provide lesson and registration cover during the absence of class teachers and/or other members of staff.
- Manage pupil behaviour, whilst dealing with issues according to school policies and procedures.
- Ensure the classroom is a constructive, calm and positive environment during the cover period so that pupils can undertake work.
- Supervise work that has been set in accordance with school policy.
- To liaise with subject teachers and develop skills in delivering high-quality cover lessons.
- Be familiar with the schemes and units of work used at both key stages in faculties.
- Record rewards and sanctions on the academy's electronic monitoring system
- Respond to questions from pupils about process or procedure, to respond to their individual needs and promote inclusion and acceptance of all pupils in the classroom.
- Deal with immediate problems or emergencies according to school policies/procedures.
- Refer any immediate problems to the relevant curriculum leader / pastoral Leader.
- Keep and update records as agreed with class teachers.
- Collect completed work after lesson and return to class teacher.
- As necessary, supervise pupils on school trips and exam invigilation.
- Use ICT effectively to support learning activities.
- Report back as appropriate using school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources.
- Create a folder of 'contingency' work from school resources, should the need arise for such in lessons.
- When not required to cover classes, to be available to observe good practice in other subject areas as arranged by Line Manager, examination invigilation and any other duties as required by the Headteacher.

Other Responsibilities

- Champion the Trust's principles of 'Lead', 'Empower', 'Ambition' and 'Respect'.
- Contribute to the wider life of the Trust and the L.E.A.D. community.
- Carry out any such duties as may be reasonably required by the Trust.
- Comply with policies relating to safeguarding and child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- Help organise, and attend, parents' evenings for designated year team and support the running of open evenings, induction days and events for pupils and parents.
- Participate in appraisal, training and professional development opportunities as required to fulfil the role.
- Undertake additional responsibilities for break and lunch, afterschool sessions including detention, intervention and any other sessions as required; cover library/learning resource centre during school and afterschool, as required.
- Undertake other duties consistent with the scope of the post and within the competence of the post holder as required, in accordance with the Academy's aims and objectives.

Records Management

- All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.
- As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. This includes changes to any relevant national Standards and other requirements of the professional role.

Influencing and Managing Relationships:

- Headteacher
- L.E.A.D. Central Support

- External agencies
- Parents and carers
- Governors
- Senior Leadership Team
- Staff

Person Specification

The person specification outlines the qualifications, experience, knowledge, skills and behaviours used to assess candidates for appointment.

Qualifications	
Essential criteria	**Desirable criteria**
• Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths. • Level 3 qualification.	• A degree or post graduate qualification.

Experience and impact	
Essential criteria	**Desirable criteria**
• Previous paid or voluntary work with young people. • An understanding of Keeping children safe in education. • An understanding basic school organisation. • A basic knowledge of the work of a school.	• Experience working with children with Special Educational Needs.

Abilities, knowledge and skills	
Essential criteria	**Desirable criteria**
• Ability to contribute to the delivery of lessons. • High level of oral and written communication skills. • Ability to work as part of a team. • Able to work to tight deadlines, managing and prioritising time effectively. • Self-starter, with and ability to work independently & use own initiative to overcome obstacles. • Ability to address sensitive matters with a caring approach and appropriate confidentiality. • Strong verbal and written communication skills.	

Personal attributes	
Essential criteria	**Desirable criteria**
• Have an openness to learning and change. • Have a positive attitude to personal development and training. • Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	

Additional requirements
This role is subject to an enhanced Disclosure and Barring Service check. The post-holder may be required to travel to other Trust locations or external services as part of the role. Any specific travel requirements will be set out in the online vacancy listing. For this role you may be required to work out of school hours to support the academy.

How to Apply

Applications must be submitted through the Trust's online recruitment portal.

Apply online - Please complete the application form using the L.E.A.D. Academy Trust online recruitment portal. recruit.sampeople.co.uk/Jobboard/Trust/lead

Safeguarding and professional expectations

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and take individual responsibility for doing so. This job description may be reviewed in consultation with the post-holder to reflect changes in the role, including changes to the Teachers' Standards. Staff are expected to demonstrate the Trust's core principles: Lead, Empower, Achieve and Drive.