

Job Description: Cover Supervisor

Reports to: SLT

Salary: Band 6 Point 8 - 19

Location: Ark Boulton Academy

The Role

As Cover Supervisor, you will supervise whole classes, where needed, to support with staff absence and follow Ark Boulton lesson structures to ensure pupils progress in each lesson. Within each lesson you will be responsible for ensuring that you understand and follow the plan with a focus on the learning of the pupils. If required to support with a long-term absence there may be the need for to work with the Director of Faculty in planning for the lessons you will be delivering. You will be expected to be active in all lessons ensuring work is completed to a high standard and that feedback is given in the moment to the pupils to support them in their learning. You will be expected to uphold our high standards and expectations fully participating in all training opportunities as part of your own professional development. You will be expected to follow our behaviour for learning policy and to use our teaching and learning strategies ensuring all pupils are knowing more and remembering more. You will be instrumental in our mission to provide an exceptional education that inspires all children to flourish into confident, successful, and well-rounded individuals.

Key Responsibilities

- Deliver lessons as provided by class teachers
- Manage the behaviour of pupils whilst they work to ensure a positive climate for learning
- Monitor pupils work during the lesson and ensure feedback in the moment. Return all work to the appropriate teacher along with feedback
- Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Cover break duty as required
- Promote positive values, attitudes and good behaviour, deal promptly with incidents in line with the academy behaviour for learning policy and encourage pupils to take responsibility for their behaviour
- Promote the inclusion of all pupils within the classroom, being aware of and supporting difference, to ensure all pupils have equal access to opportunities to learn and develop
- Liaise with Senior Leadership Team to provide support for specific pupils when cover is not required
- Make appropriate use of equipment and resources, including ICT
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser

- Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to the relevant person, respecting confidentiality at all times
- Act as a role model and set high expectations of conduct and behaviour

Other

- Carry out any other reasonable tasks as directed by the Headteacher.

Person Specification: Cover Supervisor

Qualification Criteria

- Right to work in UK
- GCSE Maths and English (Grade C) or equivalent
- Educated to degree level, desirable
- First aid training/qualification, desirable

Knowledge, Skills and Experience

- Experience of supervising/ teaching pupils in whole class and small group situations
- Good numeracy and literacy skills
- Good organisation skills and a flexible attitude towards work
- Good communication and interpersonal skills, enabling the effective building of relationship with staff and pupils
- High level of proficiency with Microsoft Office
- Good understanding of pupils' development and learning processes
- Working knowledge of relevant policies and legislation. e.g. child protection
- Understanding of classroom roles and responsibilities
- Able to supervise pupils and establish a constructive and safe learning environment
- Able to help implement the necessary routines to establish good behaviour

Personal Characteristics

- Genuine passion and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every pupil, regardless of their background
- Resilience, ability to adapt to change and work successfully in a team
- Helpful, positive, patient, and caring nature
- Be reliable, punctual and well-presented
- Positive commitment to student achievement and staff development
- Able to take direction, make good judgments and take initiative when required

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
 - Willingness to undertake training
 - This post is subject to an enhanced DBS disclosure.
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Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.
