

Job Description



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| Job title | Cover Supervisor | Contract | Permanent |
| Department | Cover Supervisors | Reports to | Cover Manager |

Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

Your role

The Cover Supervisor is one member of a team of professionals working together to ensure the school's standards and ethos are maintained in the classroom and when supervising a class in the absence of the classes' usual subject teacher. The Cover Supervisor is expected to continue maintaining those standards within the school environment as a whole.

The Cover Supervisor works under the direction of the Cover Manager, in turn reporting to The Deputy Head Teacher. At all times the Cover Supervisor will deliver work set by the relevant subject teacher/HOD.

Person specification

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| Ability to work effectively and efficiently as part of a team of professionals | Essential |
| Communication skills, oral, written and presentational | Essential |
| Ability to manager, supervise and direct the activities of children and young people | Essential |
| Ability to deploy a range of strategies and techniques to encourage positive behaviour and maintain order and discipline | Essential |
| Display commitment to the protection and safeguarding of children and young people | Essential |
| Ability to explain the objectives/tasks set for the lesson and to encourage the class to complete those activities in the target timescale. | Desirable |

Accountabilities

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| Strategy | <ul style="list-style-type: none"> ■ Support the ELAT vision, mission and values. ■ Contribute to the trust's mission of continuous improvement. ■ Contribute to the communications strategy. |
| Planning | <ul style="list-style-type: none"> ■ Work with the Head of Digital Engagement to deliver plans for school improvement. ■ Take the ELAT strategy and develop appropriate engagement tools, planning for a 'joined up' experience. |
| Delivery | <ul style="list-style-type: none"> ■ Design and deliver resources that improve engagement with key audiences. ■ Contribute to the trust style guides and assets. ■ Support staff in the use of design assets. ■ Train internal teams to use relevant technologies. ■ Work with colleagues to drive a consistent approach to digital and printed assets, including signage. ■ Generate innovative ideas for improved cross trust communication. |
| People Management / Organisational Development | <ul style="list-style-type: none"> ■ To fully take part in the trust's performance management system. ■ Take part in CPD activities, as necessary. |
| Information Management and Reporting | <ul style="list-style-type: none"> ■ Work with the Head of Digital Engagement to produce reports on work in the department. ■ Act at all times in line with the trust's Child Protection procedures. |
| Data Protection | <ul style="list-style-type: none"> ■ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes. |
| Health and Safety | <ul style="list-style-type: none"> ■ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public. |
| Good Citizenship | <ul style="list-style-type: none"> ■ Hold personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such. |
| Key Stakeholders | Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies. |

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| Trust Values | Passion, Respect, Inclusion, Challenge, Openness |
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