



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Cover Supervisor</b>
<b>Location:</b>	<b>Rodillian Academy</b>
<b>Salary:</b>	<b>SCP 13 - 17 (£23,023 - £24,920 per annum FTE)</b>
<b>Actual Salary:</b>	<b>£16,779 - £18,161 per annum</b>
<b>Working hours:</b>	<b>32.5 hours per week (Term time only)</b>
<b>Contract:</b>	<b>Temporary</b>
<b>Responsible to:</b>	<b>Senior Cover Supervisor and Principal</b>

### **Purpose of Job:**

To provide cover supervision at Rodillian Academy. To raise standards of achievement by implementing agreed work programmes with individual groups, in or out of the classroom. To provide effective supervision of whole classes during the short term absence of teachers.

### **Employment duties:**

- To provide cover supervision for the short-term absence of teachers.
- To use specialist skills/training/experience to support students' learning.
- To fully follow and implement the Trust's Positive Discipline system in every lesson and around the academies.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all students within the classroom.
- To support students consistently whilst recognising and responding to their individual needs.
- To encourage students to interact and work co-operatively with others and engage all students in activities.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To establish an appropriate learning environment in lessons
- To work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate.
- To monitor and evaluate student responses to learning activities within a supervised lesson.
- To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To be responsible for keeping and updating academy records contributing to reviews of systems/records as requested.

- To promote positive values, attitudes and good student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To provide curriculum administrative support, administer coursework, produce worksheets/resources as required.
- Reprographics/printing as required.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Any other duties commensurate with the post as directed by the Principal

#### **Generic Support Staff Requirements:**

- To uphold the professional standards expected of every member of The Rodillian Multi Academy Trust in all dealings with colleagues, students, parents / carers and the wider community.
- To actively contribute to continued development by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- To apply Trust policies in all aspects of the role.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.
- To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team.
- To contribute to the overall ethos/work/aims of the Trust.

#### **Key Competencies:**

- To undertake tasks under general guidance of the senior staff to assess student needs.
- To participate and support with the development and implementation of strategies to support students to achieve learning goals.
- To regularly contribute suggestions for adjustments to strategies to meet student needs.
- To have a detailed understanding of methods used to monitor achievement and regularly perform tasks to monitor student performance.
- To regularly contribute to the preparation and use of a wide range of specialist resources / initiatives to meet specific needs of students with general guidance from senior staff.
- To encourage students to take responsibility for their own learning and development, regularly using methods on own initiative developed through experience.
- To demonstrate high levels of professional conduct at all times when representing the Trust

#### **Any Special Conditions of Service:**

- There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check.
- There is a requirement to travel to all sites across the Trust when deemed necessary to fulfil the role, therefore it is necessary to have use of a private vehicle.
- Term time working.
- There may be a need to work outside of school hours and off Trust premises, as required by the Trust.
- No smoking policy.

## PERSON SPECIFICATION

### Cover Supervisor - SCP 13 - 17

**The Rodillian 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.**

Essential Criteria	How Identified	Desirable Criteria	How Identified
<p><b>SKILLS &amp; EXPERIENCE</b></p> <p>Experience of working in a similar role and experience of working with children in a school or learning environment</p>	Application form and selection process	Experience working as a cover supervisor/HLTA/Learning Manager	Application form and selection process
<p>Effective use of ICT to support learning and experience of using other equipment technology – video, photocopier etc.</p>	Application form and selection process	Ability to self-evaluate learning needs and actively seek learning opportunities	Application form and selection process
<p>Effective organisational and time management skills. Able to remain calm under pressure, work to deadlines and manage competing priorities.</p>	Application form and selection process	Experience in the development and implementation of strategies/plans to support students to achieve individual learning goals	Application form and selection process
<p>Ability to relate well to children and adults on all levels</p>	Application form and selection process		
<p>Ability to manage students in a classroom setting</p>	Application form and selection process		
<p>Work constructively as part of a team and autonomously under your own initiative</p>	Application form and selection process		

<p><b>KNOWLEDGE &amp; UNDERSTANDING</b></p> <p>Understanding classroom roles and responsibilities and your own position within these.</p> <p>Knowledge of the curriculum</p> <p>Good ICT skills and confident in use of Word, Excel and the internet to support learning</p> <p>Full Understanding of relevant polices/codes of practice and awareness of relevant legislation of working in an education setting</p>	<p>Application form and selection process</p>	<p>An understanding of Individual Education Plans and how these relate to the student's specific needs.</p> <p>An understanding of methods used to monitor achievement and student performance</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>
<p><b>QUALIFICATIONS/ TRAINING</b></p> <p>Numeracy and Literacy Skills equivalent to NVQ level 2 or GCSE Grade c or above in English and Maths</p>	<p>Application form and selection process</p>		
<p><b>PERSONAL COMPETENCIES AND QUALITIES</b></p> <p>Diplomatic and confident</p> <p>Flexible approach to meet daily demands of the role</p> <p>Self-motivated and ability to use initiative to ensure tasks are completed</p>	<p>Selection process</p> <p>Selection process</p> <p>Selection process</p>		
<p><b>OTHER CONDITIONS</b></p> <p>Enhanced DBS Check</p> <p>Satisfactory References</p> <p>Pre-employment Health Check</p> <p>The means to travel across all sites</p>			