

## **Job Description**

**School:** **The Eastbourne Academy**

**Job Title:** Cover Supervisor

**Grade:** SAT 5

**Responsible to:** Assistant Principal

### **Purpose of the Job:**

This post is to provide supervision of classes in the absence of the subject teacher or form tutor. It is not a teaching role.

The Assistant Principal with responsibility for cover will direct the team of Cover Supervisors' work on a daily basis. Cover work for the lessons is set by the teacher, the department Subject Leader or another member of staff within the department. You will be responsible for delivering this cover work and supervising the pupils in the lesson.

Cover Supervisors are supported by the department in which they are covering or by the Community Support and Behaviour Support procedures we have in place. The school's other support structure for pupil management will be available to be used by Cover Supervisors, in the same way as a teacher who would be teaching a class.

### **Job Context**

To demonstrate and promote the positive values, attitudes and behaviour expected from the students with whom you work.

This job description may be amended at any time following discussion between the Principal and the Cover Supervisor and it will be subject to an annual review.

### **Main duties and responsibilities (Accountabilities):**

Roles will include:

1. The supervision of lessons, including the entry and dismissal of classes,

- during the short-term absence of a teacher
- when a teacher is on “Academy Business”
- when a teacher is on In-Service Training
- when a teacher is absent owing to a medical appointment/compassionate leave/ personal leave etc.

2. Liaison with Subject Leaders when necessary regarding the cover work
3. Registration of tutor groups in the absence of the Tutor
4. To demonstrate commitment to raising students’ education achievement and to have high expectations of all students.
5. To respect students’ social, cultural, linguistic, religious and ethnic backgrounds.
6. To monitor and evaluate students’ responses to learning activities through observation and planned recording of achievement against predetermined learning objectives and feedback to teachers.
7. To have sufficient understanding and use of specialist (curricular/learning) skills to support students’ learning.
- 8 To establish productive working relationships with students, acting as a role model and setting high expectations.
9. To implement agreed learning activities/teaching programmes, adjusting activities according to students’ responses/needs.
10. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
11. Motivate and encourage students as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to students’ needs.
12. Help clarify and explain instructions to students.
13. To support the use of ICT in learning activities.
14. Provide support in the preparation of materials & resources and learning across the curriculum.
15. To be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. To be aware of confidential issues linked to home/pupil/teacher/Academy.
17. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
18. To provide classroom support when the role does not require you to cover lessons.
19. To invigilate exams as required.

20. To attend INSET training and meetings as and when necessary.
21. To keep up to date with current procedures and practices through continuing professional development.
22. Other, to be decided

The supervision of lessons will include:

- maintaining good order and discipline
- registering pupils
- distributing work set by the teacher or Subject Leader
- assisting pupils to complete the work
- collecting the completed work and returning to the appropriate person
- ensuring the classroom and surrounding is left clean and tidy
- looking after any resources used.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. This is a new post within an expanding Trust and the nature of this role means that there will also be additional tasks and projects identified.

## Person Specification

**Job Title:** Lesson Supervisor

**Grade:** SAT 5

**Responsible to:** Assistant Principal

	Essential	Desirable
<b>Qualifications</b>	Equivalent of 5 GCSEs including English & Maths, grades A*-C	NVQ Level 3 for Teaching Assistants or equivalent
<b>Experience</b>	Working as part of a team  Experience of supporting children in a classroom environment.  Experience of using Information Technology to support pupils in the classroom, in particular iPads/Chromebooks.	Previous experience of supporting in a classroom environment.
<b>Knowledge and skills</b>	Effective interpersonal skills  Good organisational skills  Confidence & presence  Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.  A good standard knowledge of Literacy & Numeracy skills.  Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.  Knowledge of SEND Code of Practice.  Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils.	Good knowledge of ICT
<b>Personal qualities</b>	Ability and willingness to get the best from all pupils  Ability to resolve challenging situations in a calm manner Adaptability, flexibility & patience  Commitment, enthusiasm, energy and resilience	Sense of humour  Willingness to be involved in the wider life

	<p>Willingness to participate in further training and developmental opportunities offered by The Academy to further knowledge.</p> <p>Good organisational skills.</p> <p>The ability to establish good working relationships with a wide range of students and staff.</p> <p>An understanding and sympathy for the needs of students across different abilities, age ranges and social backgrounds.</p> <p>The ability to handle sensitive matters with discretion and in confidence.</p> <p>Ability to work calmly and effectively under pressure.</p>	of the school community
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