SOUTHFIELDS ACADEMY
JOB DESCRIPTION

Job Title: Cover Supervisor **Hours:** 30 per week TTO

Reporting to: Cover Supervisor Manager

Main Purpose of the Post:

- The Cover Supervisor will be required to supervise whole classes during the absence of teachers.
- The Cover Supervisor will give instructions for the lessons as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task.
- The Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake "specified work" (planning, preparation, assessment, recording and reporting of achievement, progress and development).

Main Responsibilities:

1. Support for Students:

- Act as a role model and set high expectations of conduct and behavior, in line with Academy policies and practices
- Supervise students engaged in learning activities
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs

2. Support for the Teacher:

- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Administer and assess routine tests and invigilate exams/tests

3. Support for the Curriculum:

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

4. Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and date protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Attend and participate in regular meetings
- Respect confidentiality at all times
- Act as a role model around the Academy at all times in line with Academy policies and practices.

Additional Duties:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Line Manager/Principal/Headteacher commensurate with the grade of the post.

PERSON SPECIFICATION:

1. **Qualification:**

   Degree or equivalent

2. **Knowledge and Skills:**

- Understanding of relevant policies/codes of practice/legislation
- Working knowledge of ICT to support learning
- An understanding of the Academy's Equal Opportunities policy and how it is implemented
- Good literacy and numeracy skills
- Ability to work effectively as part of a team and contribute to group thinking, planning etc.
- Ability to prioritise and organise own workload in order to meet the diverse needs of the working day
- Ability to relate well to children and adults
- Ability to follow instructions accurately
- Ability to use own initiative and work independently
- Excellent communication skills with adults and children, verbally and in writing
- Ability to motivate, inspire and have high expectations of students
- Have a creative approach to problem solving

3. **Experience**:

   Successful recent experience working with children of relevant age