SOLIHULL
ALTERNATIVE PROVISION
MULTI ACADEMY TRUST

Job description

Job title: **Cover Supervisor**

Location: Coventry Alternative Provision Academy

Contract: Permanent, Full-time, 37 hours per week, Monday to Friday, Term time only plus Inset day

Salary Band: Grade 5, point 12 – 23, £29,542 - £35,570 pro-rata;
Actual: £25,637 - £30,868 per annum
(39 weeks worked, 45.25 weeks paid)

Main purpose

- To supervise whole classes during the absence of teachers. Cover supervisorwill give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and keep students on task.
- Cover Supervisor will respond to general questions and provide generalfeedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).
- Cover Supervisor will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.
- When not 'covering' classes the Cover Supervisor will be required to assist with Student, Learning or Administrative support where necessary.

Main Tasks:

Support for students

- Supervise students engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all students within the classroom
- Keep students on task and respond to general queries
- To ensure the health and safety of all students in the classes supervised

Support for teachers

- To liaise with teaching staff regarding set work
- To be responsible for checking the cover system regularly for your own work at the beginning and end of each day
- Provide objective and accurate feedback to the teacher of the conduct of the lesson

- Keep appropriate records as agreed with the teacher
- To register each class using Arbor, for which training will be given
- Promote positive values, attitudes and good student's behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- To provide cover for registration, if required, and support duty teams
- Under guidance of Line Manager, to assist with supervision of pupils in a stipulated area or during a specific activity during lunch break

Support for the curriculum

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources
- To offer administrative support to Department and Key Stage areas when time permits

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 data protection, reporting all concerns to the Designated Safeguarding Lead
- 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 relevant school meetings as required
- To respect confidentiality at all times
- Perform any other reasonable duties as requested by the Principal, and any other tasks as required by the Trust within the Trust's group of schools

Health, safety and security

- Co-operate with the Academy on all issues to do with Health, Safety & Welfare
- Support the school's implementation of all other current statutory requirements,
- e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection

Pastoral care

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare

Continuing professional development – personal

- In conjunction with the Head, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilitiesand duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher, the Director of Education or the incumbent of the post.