

Job Description

Job Title	Cover Supervisor
Academy	Thomas Deacon Academy
Reports to	Cover Manager
Line Management of	None
Working Hours & Pattern	33.5 hours per week / 45 weeks per year (term time plus 1 week ¹). Mon, Tues, Thu & Fri 8.00 – 3.00, Weds 8.00 – 4.00pm.
Salary / Grade	Pathway 4 (Point 14-18)
Date Last Evaluated	June 2021
Core Purpose	To teach whole classes in the absence of the regular teacher using the set lesson plans, ensuring high quality of the learning experience for all students within the class and taking full account of the school's behaviour policy.

Key Responsibilities
<p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> • Prepare for lessons linked to planned absence through discussions with class teacher and Heads of Department. • Liaise with teachers and Heads of Department on the content of lessons and through this develop a pedagogical awareness of how best to teach in different areas. • Provide feedback to class teachers on the learning that took place within the cover lesson(s) and the behaviour and attitude of the students in the class. • Collect and pass on completed work to the class teacher. • Cover tutor time sessions where required making use of the tutor time theme materials and following the schedule as determined by the usual form tutor. • Support the development of the social, moral, spiritual and cultural needs with all students. • Make appropriate use of classroom resources ensuring that resources are returned to an appropriate place in an appropriate condition after use. • Develop and demonstrate understanding of learning and teaching pedagogy. • Develop professionally via the weekly CPD programme. <p><u>Working with students</u></p> <ul style="list-style-type: none"> • Respond to student questions about their work and know where to direct them to gain extra help. • Supervise students within and outside the classroom demonstrating professionalism and a consistent use of the Academy's behaviour management policy. • Manage student behaviour within the ethos and behavioural policies of the Academy. • Set high expectations of conduct whilst acting as a role model.

- Support students consistently whilst recognising and responding to individual needs.
- Promote the inclusion and acceptance of all students within the classroom.

Other

- Cover the work of the Cover Manager on an ad hoc basis, as and when required.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
GCSE A* - C Maths and English (or equivalent).	E	A
A-Level or Degree.	D	A
Knowledge and Understanding		
Knowledge of procedures relating to child protection, health, safety and security, confidentiality and data protection.	E	A
Basic understanding of child development and learning.	E	A
General understanding of national curriculum and other basic learning programmes/techniques.	E	A/L/T
General knowledge of inclusion within a school setting.	E	A/I
Skills and Abilities		
Ability to establish good working relationships with students, acting as a role model.	E	I/L/T
Ability to encourage students to interact with others and engage in learning activities.	E	L/T
Ability to provide detailed and regular feedback to teachers on students' achievements and progress.	E	A/I
Ability to use ICT in learning activities and develop students' competence and independence in its use.	E	A/L/T
Ability to work as part of a team, supporting and encouraging colleagues.	E	A/I
Ability to remain positive in the workplace, adopting a 'can do' attitude.	E	A/I
Build and maintain successful relationships with students.	E	A/I
Ability to improve your own practice.	E	A/I
Ability to undertake student record keeping as requested.	E	A
Ability to provide structured and agreed learning activities/learning programmes, taking into consideration students' learning styles.	E	A/L/T
Ability to provide intervention for students, including those with special needs and EAL, ensuring their safety and access to learning activities.	E	I
Ability to devise strategies to support students in achieving learning goals.	D	A/I
Ability to relate well to children and adults.	E	A/L/T
Ability to promote good student behaviour and deal promptly with conflict and incidents.	E	I/L/T
Experience		
Experience of working in an education setting.	E	A

Experience of supervising children.	E	A
Personal Commitment		
Demonstrate and adhere to TDET and the Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application

I – Interview

T – Task/Activity

L – Lesson Observation