



## Cover Supervisor

### **JOB DESCRIPTION**

The purpose of the Cover Supervisor is to supervise and support students who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. Such work will have been set in accordance with the school policy. This is a job based in the classroom or other learning environment.

**Working hours:** Term Time Based Hours: 37 hours per week, 39 weeks per year Monday to Friday 8:00am-3:45pm

**Annual Leave:** The full-time rate of holiday entitlement incorporated in the formula is 25 days per year rising to 30 days per year for employees with 5 or more years of continuous employment with the Trust. The formula also provides for a pro rata entitlement to the bank and public holidays normally observed in England and Wales

**Salary:** Grade E Scale 7-11 (£24,294 - £25,979) Pro Rata for Part Time (£20,803 - £22,246 )

### **Terms and conditions of employment:**

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

### **Job purpose:**

To provide support for groups of pupils and for individual pupils, enabling them to access and excel across a broad and balanced curriculum in accordance with the objectives of the Academy.

### **Duties and responsibilities:**

Main duties and responsibilities are indicated below.

Working under the direction of the senior leadership team:

### **Key duties :**

- Ensure that the academy vision and values are adopted and lived.
- Establish relationships with students, treat them consistently with respect and consideration, and be concerned for their progress during the period of supervision.
- Undertake activities with whole classes or small groups ensuring their safety; and facilitating their physical, emotional and educational development.
- Take charge of a group or class of students in the absence of their usual teacher. Cover supervisors at this level are expected to cover short, unplanned and longer-term planned absences.
- Register attendance in accordance with academy policy.
- Inform students of the work set and ensure that the work is being completed.



- Supervise students engaged in learning activities that have been pre-prepared in accordance with the academy cover policy.
- Act as a role model and set high standards and expectations of conduct and behaviour.
- Manage the behaviour of students whilst they are undertaking learning activities in order to ensure a constructive environment.
- Promote the inclusion and acceptance of all students in the classroom.
- Keep students on task and respond to general queries.
- Maintain a positive and calm learning environment.
- Liaise with appropriate Subject Leaders or other departmental colleagues about work set.
- Provide objective and accurate feedback to the teacher concerning the conduct of the session and the behaviour of students.
- Keep appropriate records as agreed with the teacher.
- Promote positive values and good behaviour; deal promptly with incidents in accordance with academy policy.
- Collect any completed work and return it to the teacher.
- Comply with all policies and procedures relating to child protection, equal opportunities, Health and Safety, security, confidentiality and data protection.
- Ensure all students have equal access to opportunities to learn and develop.
- Provide continuity for students until the usual class teacher returns.
- Attend relevant academy meetings as required.
- Participate in relevant training and development opportunities as required.
- Support the academy's fire and emergency procedures by being familiar with the instructions for staff and students, located in all of the teaching areas, and take appropriate action should the need arise.
- Retain the confidentiality of all aspects of academy life.
- Comply with all decisions, policies and standing orders of the academy and Aspirations Academies Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the academy's agreed procedure.
- Undertake such other duties as may be reasonably required appropriate for the level of the post.
- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- Have regard for the need to safeguard students wellbeing in accordance with statutory provisions.



### **Student Support Duties:**

- To support the overall progress and development of students
- To ensure the Behaviour Management system is implemented in classes

### **General:**

- Attend training sessions and meetings as required.
- Work in accordance with data protection regulations.
- Uphold the Trust's policy in respect of child protection and safeguarding matters

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures.
- Undertake training and attend INSET days in accordance with contractual requirements.

### **Equal Opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's equal opportunities policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve

### **Special Conditions of Service**

- Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.
- As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

## Person Specification:

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
<b>Qualifications / Education</b>		
GCSE grade C or higher in English and Mathematics	A	
HLTA qualification advantageous		A
<b>Experience</b>		
Experience of working with classes or large groups of pupils	A	
Experience of working in a secondary school	A	
<b>Skills, Abilities and Knowledge</b>		
Be familiar with the full range of school policies, particularly those regarding health and safety, equal opportunity and special educational needs (SEN)	R	
High level of literacy and numeracy to teach pupils in these areas	R	
Have the necessary skills to manage classroom activities safely, the physical learning space and resources for which they are responsible	R	
Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.	R	
A passion for education and making a difference	R	
Ability to maintain a positive and calm learning environment	R	
Outstanding interpersonal skills and the ability to relate well to a wide range of people and teams	R	
A high degree of emotional intelligence and the ability to apply this in day to day practice with young people and their families.	R	
Communication/presentation skills to communicate lesson plans to pupils and explain complex issues in an easily understandable way	R	
Commitment to an inclusive education, safeguarding and Equal opportunities	R	
<b>Knowledge</b>		

Criteria	Essential	Desirable
Discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, the ability to work within a team, and good oral communication	R	
Knowledge of child protection and safeguarding	R	
Knowledge of the potential barriers to learning	R	