

Job Description

POST: Cover Supervisor

RESPONSIBLE TO: Principal, under the day-to-day management of the Cover Supervision Manager

RESPONSIBLE FOR: -

SALARY: SCP 11-15 (£31,074 - £32,931 pro rata)

LOCATION:

WORKING PATTERN: 37 hours per week to be worked Monday - Friday from 8.00am – 4.00pm (including a 50 minute unpaid lunch break). 39 weeks per year term time to include five training days

DISCLOSURE LEVEL: Enhanced Criminal Records Disclosure with Barred List Check

JOB PURPOSE:

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep students on task.

SPECIFIC RESPONSIBILITIES:

- A. Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of staff to provide continuity of learning for students ensuring student attendance is recorded in accordance with Academy policy
- B. Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate
- C. Manage the behaviour of students whilst they are undertaking work
- D. Collect any completed work after the lesson and return it to the appropriate teacher or Cover Manager as directed
- E. Report back as appropriate using agreed referral procedures on the behaviour of students during the class, and any issues arising.
- F. Complete Academy records relevant to cover supervision as required.
- G. Undertake the responsibilities of a Tutor and/or support the staffing resourcing of the Academy's [student exclusion/reflection] programme.

GENERAL RESPONSIBILITIES

- Undertake administrative duties relevant to the role.
- Invigilate internal and external tests and examinations under formal conditions.
- To accompany staff and students on educational visits where required
- To provide general administrative support to the Academy when not actively deployed to provide "Cover"
- Subject to receiving appropriate training, contribute to the Academy's First Aid Provision

- To carry out any additional or alternative duties, commensurate with the grade at the discretion of the Principal.

ORGANISATIONAL RESPONSIBILITIES

Safeguarding children and young people

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- **To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits**
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities.
- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies.
- Review and develop own professional practice, maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

Person Specification

Cover Supervisor

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	- Maths and English GCSE grade A* - C or Numeracy and Literacy Level 2 on the NQF or equivalent - Level 3 NQF qualification	Studying or working towards a teaching qualification
Experience, Skills & Knowledge	- The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English' - Experience of using IT/ICT - Experience of working in a secondary school or other educational establishment - Experience of working in a care or pastoral role	Demonstrable track record in supporting learning with students
Personal Qualities	- Excellent organizational skills - Ability to encourage and motivate learning with high expectations of behaviour	

	• Good interpersonal skills • High level of discretion and confidentiality • Reliability, motivation, adaptability and resilience under pressure • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks • Motivation to work with children and young people and their families • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. • Willingness to undertake appropriate First Aid training to contribute to the Academy's First Aid provision.	
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