



Information for Employees at Bexleyheath Academy

Job Title:	Cover Supervisor & Operational Support
Department:	Support Services
Location:	Bexleyheath Academy
Hours of work:	35 hours per week, 38 weeks per year
Reports to:	SLT

Purpose of the role:

To supervise classes during the short-term absence of teachers. Bexleyheath Academy operates a 4-period day and lessons are 80 minutes in length. The Cover Supervisor may also provide support to the Academic Intervention programme. The cover supervisor will provide direction to students in the absence of their teacher, following guidance provided by a teacher. The primary focus of the role is to ensure that students are fully engaged in learning. The cover supervisor will be responsible for applying the Academy Behaviour Policy with consistency.

The Cover Supervisor may work with individual classes or support the combined cover systems in place at Bexleyheath Academy, where multiple classes are supervised as they participate in online learning. These arrangements are supported by the senior team.

The Cover Supervisor provides support in the normal operations of the Academy, which may include working with small groups of students and supporting the senior team.

General Responsibilities

- Work directly with the cover manager (a member of the senior team) to collate work prepared by class teachers, and make appropriate preparations for the day.
- To ensure that students work in a calm and secure environment and manage the behaviour of students while undertaking work.
- Act as a role model, maintaining high standards of student work, conduct and behaviour.
- Respond to questions about process and procedure and encourage students to improve the quality of their work and keep on task.
- Promote the inclusion and acceptance of all students within the classroom and be aware of the targets outlined in a student's Individual Education Plan.
- To ensure that students use equipment safely.
- Refer any students' concerns to the relevant colleagues.
- To keep a record of student attendance at and punctuality to lessons.
- Check uniform and jewellery and refer any problems to the relevant colleagues.
- To attend in-house training sessions and other meetings as required.
- To read and conform to the relevant Academy policies pertinent to the post, with particular reference to the confidentiality policy.
- All appointments made are, as usual, subject to the receipt of satisfactory references and a police record check.

Support for Teachers

- Collate completed work after lessons and make arrangements for this to be returned to the appropriate teacher or their line manager.
- Using the Academy's procedures to provide objective and accurate feedback to the teacher on the conduct of the lesson and keep appropriate records as agreed with the senior team.

- 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.

Support for the Curriculum

- Support the use of ICT where appropriate and make appropriate use of equipment and resources.

Support for the Academy

- When not performing Cover Supervision for short-term absence, the post holder will be expected to support the operational activities of the Academy. This may include a range of operational activities, and the post-holder may be asked to undertake administrative tasks relative to the Academy's priorities.
- Deal with any immediate problems or emergencies according to Academy policies and procedures which may include appropriate administrative tasks.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection and SEN, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.
- Participate in professional development training and other learning activities as required.
- To be alert to any safeguarding concerns and inform one of the safeguarding core team as soon as possible during the course of that working day.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Cover Supervisor & Operational Support

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> English and Mathematics to at least Level 2 of the National Qualification framework. 	<ul style="list-style-type: none"> Level 3 (or above) Qualifications. A knowledge and understanding of learners' needs in a specialist area.
Knowledge & Experience	Specific knowledge/ experience required for the role		<ul style="list-style-type: none"> Experience of supporting learners with specific needs. Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements. Understanding of aims, content, teaching strategies and intended outcomes in lessons. Working and supporting learners in an educational environment (<i>preferably secondary phase</i>). Experience of effective delivery of specific areas of the curriculum to individuals and in small groups. Knowledge of the key factors affecting the way young people learn. Knowledge of a range of strategies to establish purposeful learning and promote good behaviour.
Skills	Line management responsibilities (No.)	N/A	N/A
	Forward and strategic planning	N/A	N/A
	Budget (size and responsibilities)	N/A	N/A
	Abilities	<ul style="list-style-type: none"> Secure IT skills to undertake the role and support students' learning. Ability to organise, prioritise and work on own initiative. Ability to record basic information and undertake written tasks as required. Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone. Ability to communicate effectively and sensitively with Academy staff, professionals and parents/carers. Experience of forming appropriate and productive relationships with students, staff and parents. Proven experience of effective team and independent working. 	<ul style="list-style-type: none"> Experience of working with Google Workspace for Education tools. Developed administrative skills including report writing and observations/evaluations.

		<ul style="list-style-type: none"> ● Ability to work collaboratively and flexibly within a team and contribute to team development. ● Comprehensive understanding of confidentiality issues within a school environment. ● Ability to work with creativity and on own initiative. 	
Personal Characteristics	Values	<p>An ability to understand, demonstrate, and apply our values.</p> <ul style="list-style-type: none"> ● Be unusually brave. ● Discover what's possible. ● Push the limits. ● Be big hearted. 	
Special requirements		<ul style="list-style-type: none"> ● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check ● Right to work in the UK ● Evidence of a commitment to promoting the welfare and safeguarding of children and young people ● An understanding of Health and Safety in the workplace and how this applies ● Commitment to increasing own learning and development ● Commitment to raising educational achievement, positive values, attitudes and behaviour ● Commitment to building and maintaining successful relationships with pupils ● An understanding of Equal Opportunities and the issues affecting the social, cultural, linguistic, religious and ethnic backgrounds. 	