

# Cover Supervisor

<b>Pay Range</b>	<b>Band E</b>
<b>Responsible for:</b>	
<b>Responsible to:</b>	<b>HR/Cover Manager</b>

## Main Purpose of Post

- To provide short term cover for classes when teaching staff are absent and facilitate a positive learning experience
- To deliver programmes of study provided by the Team/Subject Leader
- To provide specific support for students which will contribute to raising standards of student attainment and progress
- To invigilate exams when necessary under the supervision of the Examinations Officer.
- To contribute to work related learning programmes.

## Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

## Key Areas of Responsibility:

### A: **Securing Policies and Compliance**

- To apply academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

### B: **Leading People and Managing Performance**

- To lead and develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team.

# Cover Supervisor

- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

## **C: Engagement with Stakeholders**

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

## **D: Leading Trust/Academy Business Functions**

- To establish constructive and purposeful relationships with students, acting as a role model and interacting with them accordingly to meet individual needs.
- To contribute to work related learning and SEAL programmes to ensure students are purposefully engaged, develop employability skills and secure positive progression routes.
- To deliver programmes of study provided by the Team/Subject Leader, liaising with Academy departments to understand the aims, content, teaching strategies and intended outcomes for lessons and the place of these in the relevant curriculum.
- To communicate effectively with parents/carers to gather/report information and secure a team approach to developing young people.
- To provide cover for absent colleagues as and when necessary.
- To prepare appropriate learning activities to support curriculum areas including work experience and enrichment.
- To use the Academy's administrative systems to register and report progress with learning back to curriculum areas and families.
- To guide the work of the other adults in the classroom.
- To use existing knowledge and skills to plan and deliver a range of teaching activities that engages and supports learning in the classroom.
- To attend to students personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.

## *Other considerations*

- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.