

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Cover Supervisor	Location	The Hart School, Rugeley, Staffordshire
Salary	Grade 6, SCP 9-15 (£22,712 to £25,021 per annum actual salary)	Hours	Term-time only: 37 hours per week (Mon – Thurs 8am to 4pm, Fri 8am to 3.30pm)
Department	Support Staff	Reports To	Cover Manager

JOB PURPOSE:

To supervise whole classes during the short-term absence of teachers, delivering the content of work set by the teacher, maintaining good order, responding to questions, and generally assisting students to undertake set activities

KEY RESPONSIBILITIES AND DUTIES:

Key Responsibilities

- To supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved.
- To give instructions for a lesson as provided for by a teacher.
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- To attend in-house training sessions and other meetings as directed.
- To ensure that students work in a calm and secure environment and manage the behaviour of students while undertaking work.
- 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 Education Health Care Plan.
- To ensure that students use equipment safely.
- Refer any students' concerns to the relevant Tutor, Subject Leader and Year Team.
- To keep a record of student attendance at and punctuality to lessons and report any notable observation to the tutor by completing attendance registers.
- Check uniforms and jewellery and refer any problems to the Student Support Leader.
- To keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lesson.
- To support students with the use of ICT and other equipment and materials to enable them to achieve the learning objectives set by the teacher.
- To support the duty teams at breaks and lunchtimes with undertaking duties as and when required.
- Provide cover for form tutor sessions as required.
- Invigilation of examinations.
- The supervision of pupils when on school visits, in the place of some teachers.
- When lesson cover is not required, tasks associated with reducing teachers' workload including administration or support within lessons.

School Ethos & Community

- Support the school's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.

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- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professionals in and beyond the school.

Supporting the work of Creative Education Trust

- Contribute to collaborative work across Creative Education Trust schools by participating in trust wide work and projects.
- Participate in Creative Education Trust and sector wide activities to share best practice.
- Undertake any other reasonable duties deemed appropriate to the role.

Support for the school

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and professional development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

This 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. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English and maths. Grade C or above (or equivalent) 	<ul style="list-style-type: none"> • A knowledge and understanding of learners needs in a specialist area
EXPERIENCE	<ul style="list-style-type: none"> • 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 • Experience of effective delivery of specific areas of the curriculum to individuals and in small groups 	<ul style="list-style-type: none"> • Successful experience in the Secondary setting

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	<ul style="list-style-type: none"> • 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 • Teamwork – Proven experience of effective team and independent working 	
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. • Understanding of relevant policies, work independently, motivate and inspire with a creative approach to problem solving. • Commitment to regular and on-going professional development and training to establish outstanding classroom practice. • Use of ICT to advance both own and students' learning 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Motivation to work with children • Ability to form and maintain appropriate relationships and personal boundaries • Emotional resilience in working with challenging behaviours and attitudes • Must have excellent communication skills, both verbal and written. • Must have the ability to work calmly under pressure and have the ability to adapt quickly. 	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.