# 

Academies Enterprise Trust

**Job Description**

**Job Title: Cover Supervisor**

**Location: Sir Herbert Leon Academy, Bletchley**

**Hours of work: 37 hours/39 weeks**

**Reports to: SLT LM: Cover**

**Salary Pay Range: SCP Min 7 £19554 To SCP Max 9 £20344**

**Purpose of the Role:**

To manage the academy’s cover requirements for planned, sickness and emergency absence. To ensure a high standard of cover is maintained during occasions of staff absence liaising with academy staff and SLT.

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

***Supporting the Students***

* Supervising classes doing work set by teachers.
* Supervising and supporting individual students withdrawn from classes for target learning opportunities.
* Providing pastoral support to individual students under the direction of a head of year or SENCO.
* Supervising and supporting individual or small groups of students withdrawn from classes for targeted learning opportunities.
* Manage the behaviour of students to ensure they are in a safe working environment.
* Providing 5 hours per week of teaching on fixed timetabled lessons in addition to day-to-day cover.

***Supporting the Teacher***

* Supervising classes doing work set by teachers, responding to questions from students and collating work at the end of lessons.
* Supporting teachers in the assessment and recording of student work.
* Supervising students on school visits.
* Assisting subject leaders with the co-ordination of set work for absent teaching staff.

***Supporting the School***

* Invigilating exams.
* Co-ordinating and administrating the management of staff off-site.
* Organising the daily cover arrangements for timetabled lessons.
* Providing practical support in the development of resources including displays for the curriculum teams across the school.
* To liaise, advise and consult with other members of the team supporting the children when asked to do so.

***As Lead Cover Supervisor***

* Operate and respond to staff absence telephone line.
* Process and manage daily cover requirements including MIS input.
* Liaise with SLT LM over potential supply agency needs.
* Quality Assure cover work set by faculties and delivery by Cover team.
* Produce reports on Cover allocations.
* Provide CPD support for Cover team.
* Develop communications with faculties and pastoral team to promote student progress.

**General**

* To work as an effective member of a team and to promote team work
* Undertake any reasonable instruction given by you line manager
* At all times observe good working practices and current health and safety regulations
* Exercise flexibility in working hours / days in carrying out your own duties
* Attend relevant Inset training sessions as required within your contract
* Observe and adhere to all Policies, Procedures and Regulations
* The post-holder is also required to undertake such other duties and training, including First Aid training, as may be required by or on behalf of SHL Academy provided that they are consistent with the nature of the post.
* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
* The post-holder may deal with sensitive material and should maintain confidentiality in all Trust related matters.
* To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.
* The school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to follow the Academy’s safeguarding policies and procedures and to behave appropriately towards children and young people at all times, both in work and in their personal lives.

**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. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.

6. 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.

7. 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.

**Person Specification**

**Job Title: Cover Supervisor**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * GCSE Maths & English Grades A-C or equivalent or relevant experience | * Educated to ‘A’ level standard or equivalent * Educated to degree level * Job related qualifications |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Ability to use and access databases * Excellent organisational skills * information clearly and sensitively * Excellent IT skills including Microsoft Office, Word and Excel or Google Slides and Sheets | * Knowledge of Cloud School * Knowledge of experience working with Educational Management Information Systems * Experience of working in an educational setting * Understanding of GDPR principles * Understanding of safeguarding procedures |
| **Skills** | Line management responsibilities (No.) | * None |  |
| Forward and strategic planning | * Not applicable |  |
| Budget (size and responsibilities) | * Not applicable |  |
| Abilities | * Use own initiative and work independently * Ability to manage and support the work of others * Ability to manage own time effectively to meet all deadlines * Ability to use clear language to communicate |  |
| **Personal Characteristics** | Behaviours |  |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * 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 |  |