JOB DESCRIPTION AND PERSON SPECIFICATION

THE BULWELL ACADEMY
Creative Education Trust

Job Title	Cover Supervisor	**Location**	The Bulwell Academy
Salary	£22,354 - £26,683 BA Cover (SCP 6 – 17) per annum actual salary	**Hours**	37 hours - 39 weeks (term-time only)
Department	Support Staff	**Reports To**	Cover Manager

JOB PURPOSE:

To facilitate high quality learning within the classroom in the absence of the regular teacher, under the direction of the Cover Manager and appropriate Director of Faculty, within an agreed system of supervision.

KEY RESPONSIBILITIES AND DUTIES:

- Proactively supervise and provide support for students, including those with SEND, ensuring their safety and access to learning activities.
- Implement agreed learning activities/teaching programmes/practical lessons, adjusting activities according to student response/needs
- Provide cover for tutor time in accordance with the Tutor time programme
- Use classroom/teaching skills/training/experience to support students
- Promote positive values and attitudes, good student behaviour and health and safety, dealing promptly with conflict and incidents in line with school policy and encourage students to take responsibility for their own behaviour
- Manage the behaviour of students in line with the school's behaviour framework, to ensure an appropriate learning environment which is purposeful, orderly, and productive
- Complete electronic registers for every class
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Collect any completed work after the lesson and return it to the appropriate teacher
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom and respond to the individual needs of students
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Provide feedback to students in lessons
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Accompany staff and students on educational visits, trips and out of school activities, as required, and take responsibility for a group under the direction of the teacher/organiser.
- To undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal.

Academy Culture

- Support the Academy's values and ethos by contributing to the development and implementation of policies, practices and procedures.
- Help create a strong academy community, characterised by consistent, orderly behaviour and respectful relationships.
- Be active in issues of pupil welfare and support.
- Implement and adhere to the Academy's behaviour management policy, ensuring the health and wellbeing of students is maintained at all times.

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JOB REQUIREMENTS:		
	Essential	**Desirable**
QUALIFICATIONS	• GCSE Grade A-C (or equivalent) in English and Maths	• Degree • Level 3 qualification in a relevant subject area
EXPERIENCE	• Working with children/young people in a similar setting • Working as part of a team	• Working in a school/education environment
KNOWLEDGE AND UNDERSTANDING	• Broad understanding of the subjects taught at 11-16	• Expertise in one or more subject area
SKILLS AND PERSONAL ATTRIBUTES	• Able to keep calm under pressure • Able to maintain good order • Able to follow systems and processes • Able to demonstrate adaptable and flexible working practices • Able to build positive relationships quickly • Excellent interpersonal and communication skills • Ability to enthuse and motivate others	• Willing to undertake further training
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • **Empowering Ambition**: Supporting personal growth, innovation and high performance. • **Championing Equity:** Promoting fairness, inclusion and high expectations for every student. • **Unlocking Opportunity:** Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates	
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.