

Lead Cover Supervisor

Reporting to: Senior leadership Team
Grade: OLOL Band 4, NJC Scale Points 11 - 17
Hours: 37 hours per week

Post Objective

Initially this post will manage the administration and organisation of staff cover within the school ensuring a high standard of lesson cover is achieved. It is anticipated that in due course the postholder will line manage Cover Supervisors following appointment to these posts.

Key Responsibilities

- Lead the organisation of all aspects of the administration of cover including taking phone calls and messages from absent staff and recording the reason for absence, timetabling the cover required during the day and having it ready by 8.45am.
- Manage all cover supervisors and review, develop, implement and monitor the appropriate cover support systems and structures.
- Responsible for leading a team of Cover Supervisors, with regard to performance management, development and coordination.
- Being the key point of contact for staff with any issues regarding staff cover or the Cover Supervisors.
- Building excellent professional relationships with teaching staff, support staff and other members of the Cover Team as well as with students.
- Actively engaging in CPD designed to ensure learning and teaching are highly effective and that behaviour for learning is excellent.
- Leading bespoke training for the Cover Team as required.
- Under the direction of a class teacher, following agreed lesson plans, support the learning of individuals/groups/whole classes of students using strategies appropriate to the needs of students, providing feedback and liaising with colleagues. Facilitate the intellectual and social development of students. Deploy appropriate aids, materials and equipment, including ICT, to assist learning Demonstrating commitment to students' learning and achievement.
- Reinforcing consistently high expectations of students' behaviour and progress within lessons and around school, applying school policies consistently and fairly.
- Delivering cover work to the best of your ability, ensuring students make the most of their learning time.
- Responding to students' needs sensitively, offering support and encouragement to complete tasks to the best of their ability.
- Recording attendance during tutor time and lessons for the classes you are leading, in line with the school's policy.
- Ensuring there is a productive, calm working environment in which students can learn effectively.



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- Collecting work in at the end of each lesson and leaving it in an agreed place for the class teacher and leaving the classroom in good order ready for the next class.
- Ensuring a high standard of behaviour in lessons, making referrals promptly and accurately as needed and using the removal policy when needed.
- Providing the class teacher with concise, precise feedback to ensure a coordinated approach and smooth transition for when the teacher returns.
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures.
- To accompany pupils/students on trips out when requested.
- To become qualified as a First Aider and to carry out first aid duties as required.
- To coordinate the cover of duties.
- To undertake duties at the end of the school day, break and lunchtime, as required.
- When not covering lessons, provide general support as directed by the SLT line manager.

Cover duties

- Responsibility for staff cover within the school, including the coordination and organisation of advanced and emergency cover, planning the cover through Arbor and liaising directly with supply staff and agencies to ensure cover is provided.
- To be responsible for ensuring appropriate documentation has been received from external supply agencies confirming that DBS checks are in place and recorded for supply staff used.
- To ensure that an effective and efficient cover service is provided.
- To be accountable for and manage the supply staff budget and to effectively and efficiently manage the resources ensuring best value at all times

General

- Maintain an understanding of school procedures and priorities, including the principles of distributed leadership and delegated responsibility, and to address all issues within the framework of these parameters and with an underpinning of the Catholic ethos of the school.
- Perform any task or duty under the reasonable direction of the Business Leader.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.



Person specification

Requirements	Essential	Desirable	Demonstrated By
1. Qualifications & Training	C Grade in Maths & English at GCSE Level or equivalent		Application Form
2. Experience	Experience of working with youngpeople Experience of managing a team	Experience of working with youngpeople in an educational setting	Application Form
3. Skills	Highly organised with excellent adminskills The ability to be firm but fair in aclassroom situation	Extra- Curriculum provider e.g. sports coach	Application Form / Interview / Task
4. Knowledge	Knowledge of people managementand management processes	Broad knowledge of the curriculum/ cover techniques	Task
5. Management	Ability to manage a team Able to manage own workload Ability to prioritise	Ability to manage a classroom	Task
6. Aptitude and Personal qualities	Reliable Friendly and approachable Professional Manner, Helpful, Motivated to work with young people		Interview

