

## **JOB DESCRIPTION – Graduate Cover Supervisor**

*Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.*

**GRADE:** 3  
**HOURS:** 32.5 hours per week – Term time only plus 3 days  
(Teacher Training days)  
Monday to Friday 8.30 am to 3.30pm

**JOB PURPOSE:** To provide cover supervision in the event of the short-term absence of teaching staff within the school

- To provide in-class support to other learning activities
- To assist with lunchtime supervision where necessary
- To assist with after school and break duties as part of the rota
- To offer after school enrichment activities
- To assist with the House tutorial programme as a co-tutor

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### **Cover Supervision**

- Supervise whole class to undertake work/activities that have been set by teachers in accordance with the school policy, including introducing and closing the class.
- Take the register in accordance with school procedures.
- Manage the behaviour of students whilst undertaking cover supervision to ensure a constructive environment.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Respond appropriately about process and procedures relating to the learning activity.
- Deal with any immediate problems or emergencies according to the School's policies and procedures.
- Collect any completed work at the end of the lesson, returning it to the appropriate teacher.
- Ensure that communication links with the appropriate teacher are established to ensure continuity is maintained.
- Report back, as appropriate, using the Schools agreed procedures on the behaviour of students during the class, and any issues arising.
- When not required to cover for absent teachers, other duties will be carried out by arrangement with the Cover Manager.

#### **In Class Support**

To assist with various learning activities as directed by a class teacher. Activities will vary according to the subject/age of students but could include working with individual students or small groups, and assisting with the supervision of school visits.

#### **Exam Invigilation**

Assist as part of a team in invigilating examinations, either internal or external exams.

## Tutorial

To assist as a co-tutor in one of the 5 houses.

## General

- The postholder must carry out his or her duties with full regard to the Sidney Stringer Academy Equal Opportunities Policy.
- To support with after school activities as directed by the Assistant Principal responsible for enrichment.
- To be available for 2 lunchtime duties for 25 minutes each week as directed by the Assistant Principal leading on duties.
- The postholder will perform any other duties and responsibilities within the range of the salary grade.

## Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

## Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

## Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

### **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

### **Training and Development**

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

***Job Description Reviewed By: C.Turpin (July 2017)***

## PERSON SPECIFICATION

<b>ATTRIBUTES</b>	<b>REQUIREMENTS</b>
<b>QUALIFICATION</b>	<ul style="list-style-type: none"><li>▪ At least 5 GCSE's, Post 16 + higher qualifications</li></ul>
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"><li>▪ Of the needs and characteristics of young people</li><li>▪ Of supervision and behaviour management techniques</li><li>▪ Of the importance of positive role models for young people</li><li>▪ Of strategies, including literacy, numeracy, ICT, independent learning, special educational needs and anti-racism to ensure effective learning</li><li>▪ Of equal opportunities and anti-discriminatory practice in the context of the school community</li></ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"><li>▪ A personal presence</li><li>▪ To communicate effectively – verbal and written</li><li>▪ To motivate and encourage students to work co-operatively</li><li>▪ To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively</li><li>▪ To be a team player</li><li>▪ To organise and co-ordinate classroom activities</li><li>▪ The ability to converse at ease with members of the public (including colleagues, pupils and parents) and provide advice and information in accurate spoken English is essential for the post</li></ul>
<b>ATTITUDES &amp; VALUES</b>	<ul style="list-style-type: none"><li>▪ High expectations of personal performance and of pupils' success</li><li>▪ Commitment to one's own learning</li><li>▪ A belief that schools can make a difference</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>▪ Of working with groups of young people, preferably of secondary age</li><li>▪ Of resolving problems and handling challenging situations</li><li>▪ Of managing behaviour effectively</li><li>▪ An EXCELLENT attendance record</li></ul>
<b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"><li>▪ This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A DBS Disclosure will be required prior to appointment</li></ul>

