



# Job Description

<b>POST:</b>	<b>Cover Supervisor</b>
<b>RESPONSIBLE TO:</b>	PD Officer
<b>GRADE:</b>	Support Scale 22 – 26
<b>LOCATION:</b>	Oasis Academy Oldham
<b>WORKING PATTERN:</b>	Full time, term time plus 5 days
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>JOB PURPOSE:</b>	To supervise whole classes during the short-term absence of the class teacher, under the guidance of teaching/senior staff. The role will include implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the Academy's policies and procedures. Other duties will be required during that period of time when cover supervision is not required.

## **SPECIFIC RESPONSIBILITIES:**

- To establish and maintain policies, practices and aspirations of the Academy which promote high achievement through effective teaching and learning
- To supervise students during the short term absence of the class teacher in completing work that has been set in accordance with Academy policy.
- To create a purposeful and orderly environment in which students can complete set tasks.
- To deal promptly and effectively with conflicts and incidents in line with Academy policies and procedures on behaviour management.
- To support students in their learning and promote inclusion by encouraging the inclusion of all students in the classroom.
- To return the work completed by students to the appropriate teacher and give appropriate feedback on any issues that occurred during the lesson.
- To work in support of classroom teachers to enhance student learning.
- When not required to work in a classroom, to carry out appropriate clerical and practical support to subject teams; tasks may include inputting data/filing/reprographics/display/stocktaking.
- To invigilate internal and external examinations as required.
- To accompany educational visits as appropriate.
- To assist in revision workshops and booster activities for both Key Stages.
- To undertake agreed supervision duties outside the classroom at designated times.

## **Other**

- To cover a lunchtime duty point every day, as directed

## Safeguarding children and young people

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

### Other:

- The post holder will be subject to performance management objectives agreed annually.
- The post holder will carry out additional site-specific duties (subject to negotiation).
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

### Signed:

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	



# Person Specification

## Cover Supervisor

### Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• At least to GCSE or equivalent</li> <li>• high level of literacy and good numeracy skills</li> <li>• evidence of commitment to own professional development</li> <li>• First Aid at work qualification or willingness to undertake training</li> </ul>	
<b>Experience, Skills &amp; Knowledge</b>	<p>Experience of: -</p> <ul style="list-style-type: none"> <li>• working in a challenging environment</li> <li>• working effectively with young people</li> <li>• working effectively as a member of a team</li> <li>• involvement in effective interventions designed to raise levels of attainment or engagement</li> <li>• effective behaviour management strategies</li> <li>• effective strategies to support learning</li> <li>• how ICT can support learning</li> <li>• Assessment for Learning</li> <li>• use of strategies to promote good student relationships and high attainment in an inclusive environment</li> <li>• an understanding of Emotional Literacy development to support learning and teaching</li> <li>• good knowledge of strategies to raise aspirations and levels of engagement</li> <li>• ability to manage student behaviour</li> <li>• ability to engage and motivate students</li> <li>• ability to plan and self-evaluate</li> <li>• ability to work without close supervision</li> <li>• good personal organisation</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Commitment to safeguarding and promoting the welfare of children and young people</li><li>• Willingness to undergo appropriate checks, including enhanced CRB checks</li><li>• Motivation to work with children and young people</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• High expectations</li><li>• Emotional resilience in working with challenging behaviours</li><li>• Attitude to use of authority and maintaining discipline</li><li>• Well-developed emotional intelligence</li><li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos..</li></ul>	
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