

JOB DESCRIPTION

POST TITLE:	Cover Supervisor
POST RESPONSIBLE TO:	Assistant Principal (Teaching and Learning)
SALARY:	Support Staff Scale Point 10 to 15 (£26,835 to £29,093 FTE, prorated to £23,365 to £25,331)
WORKING HOURS:	Full time (37.5 hours per week), term time only
START DATE:	As soon as possible
CLOSING DATE:	Tuesday, 19 th May 2025 at 9am
INTERVIEW DATE:	Before May Half Term

JOB PURPOSE:

To provide cover supervision for whole classes when the teacher is absent at Key Stage 4 and Post 16. This role will include the supervisions of personalised learning sessions at Key Stage 4 and other supporting learning activities when there is no staff absence which will include running small group intervention and mentoring key students.

DUTIES AND RESPONSIBILITIES:

Support for the Learners

- Establish constructive relationships with learners and interact with them according to their individual needs;
- Promote the inclusion and acceptance of all learners; encourage them to interact and work cooperatively with others and engage all in activities.
- Encourage learners to interact with each other and engage in activities set by the teacher;
- Set challenging and demanding expectations and promote self-esteem and independence;
- Discharge a timetabled teaching commitment when not required to act as cover supervisor for both whole classes and small groups of students.
- Act as a mentor to key students to improve with the eventual aim of improving their academic performance.

Support for the Teachers

Providing cover supervision when the teacher responsible is on short term absence which includes:

- Create and maintain purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of learner's work;
- Use strategies, in liaison with the teacher, to support learners to achieve their learning goals;
- Monitor learners' responses to learning activities and accurately record achievement/progress as directed;
- Provide detailed and regular feedback to teachers on learners achievements/progress or barriers to learning;
- Promote good learner behaviour, dealing promptly with conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour;
- Establish de-escalation routines in line with the behaviour policy of the academy;

Support for the Curriculum

- Support the use of ICT in learning activities and develop the learners' competence and independence in its use;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist learners in their use;
- Liaise with employer partners where necessary, sharing learner data in an appropriate manner.

Support for the Academy

- Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the academy;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Assist with the supervision of learners out of lesson times;
- Accompany teaching staff and learners on visits and out of school activities as required and take responsibility for a group under the supervision of the teacher;
- Participate in training and other learning activities and performance development as required;

- Show a duty of care and take appropriate action to comply with Health & Safety requirements, safeguarding, security, confidentiality and data protection at all times reporting all concerns to an appropriate person;
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory;
- Acts as a role model to learners and provide guidance and personal support when required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION FOR [INSERT JOB TITLE]

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS	ESSENTIAL (E) or DESIREABLE (D)
The post holder must be able to demonstrate:	
QUALIFICATIONS	
Level 3 Qualification	E
GCSE or equivalent qualification in English and Maths at grade C or above	E
Degree or equivalent in relevant subject	D
EXPERIENCE	
Relevant worked based professional experience	D
Understanding of behaviour for learning	D
Experience, understanding and demonstration of barriers to learning and how to overcome this	D
Understanding of what outstanding teaching, learning and assessment strategies look like	D
KNOWLEDGE AND SKILLS	
Ability to create an ethos which enables all learners to achieve their potential	E
To be able to work effectively as a team	E
Excellent interpersonal skills and ability to work in partnership with a diverse range of stakeholders	E
Good literacy, numeracy and ICT skills	E
An ability to inspire learners in Y10 to Y13	E
Ability to organise, plan and prioritise	E
Excellent communication skills	E
Knowledge and understanding of current curriculum developments	D
Ability to analyse and interpret learner performance data and set targets	D
Knowledge and understanding of health and safety and safeguarding	D
PERSONAL ATTRIBUTES	

A commitment to equal opportunities and a strong belief in inclusive education practices and that learning for all students is supported	E
To work under pressure and meet deadlines	E
To be able to be led by teaching staff but prepared to challenge practice in order to improve learning outcomes	E
Confidentiality and discretion	E
A commitment to safeguarding to learners within the academy	E
Enthusiasm, optimism and energy	E
Ability to organise, plan and prioritise	E
Flexibility and adaptability	E

All offers are subject to satisfactory references, enhanced DBS checks and successful completion of a contractual probationary period.