

Cover Supervisor

Job description and person specification

Job description

Post title: Cover Supervisor
Salary: Grade 4
Position: 37 hours per week
Reports to: Business Manager

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

To work under the guidance of teaching staff and with an agreed system of supervision, to implement work programmes with individual/groups in or out of the classroom including supervision of whole classes during short term absence of teachers.

Main duties and responsibilities

Key Tasks:

- Supervising the students with work left in accordance with the academy policy
- Assisting in preparing the learning environment and the materials used therein
- Responding to students about the work which has been set
- Collecting any work completed after the lesson and returning it to an agreed person / place
- Leaving the room in good order at the end of the lesson
- Dealing with any immediate problems or emergencies according to academy's policies and procedures
- Supporting faculties / groups of staff in preparation of materials and resources as appropriate
- Working with individuals and groups in or out of the classroom on an agreed work programme
- Supporting a tutor group as a co-tutor, mentoring students as required
- Undertake supervision duties within the academy day
- Recording and reporting attendance at lessons in accordance with academy policy
- Support exam invigilation under the supervision of the Examinations Officer, as required
- In the absence of cover duties, support departments/year teams with general classroom support, administration tasks and display work, as required

Discipline:

- To ensure the maintenance of good order within the academy
- To assist with the management of student behaviour to ensure a constructive working atmosphere
- To supervise entry and departure of students in accordance with academy policy
- To report back as appropriate using the academy's agreed referral procedures on the behaviour of students during the class and any other issue arising
- To provide support and guidance to colleagues and students, working within the special area of responsibility with regard to schools CFL policy

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.

- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
GCSE C grade or above in English and Maths	✓		Application form
Knowledge and understanding			
Strong and clear speaking voice, articulate expression	✓		Application form
Proficiency in using computers and other IT equipment	✓		
Ability to work independently with minimum supervision	✓		
Experience of cover supervision / working with young people		✓	Interview
Proven experience as an organiser, project leader or team leader		✓	Portfolio of work
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		References
Skills and attributes			
Ability to relate to all levels of staff and students.	✓		Application
Resilience, motivation and commitment to driving up standards of achievement	✓		
Enthusiastic, confident, positive, self-motivated and determined	✓		
Excellent communication, planning, organisational, listening and time management skills	✓		Portfolio of work
Effective and systematic behaviour management, with clear boundaries, sanctions, praise and recognition	✓		References
Shows commitment to a supportive, coaching culture	✓		
Work effectively alone and as a part of a team	✓		
Readiness to reflect and self-evaluate, and the ability to change, develop and improve	✓		
Commitment to ongoing personal and professional development	✓		
Core			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		