



JOB PROFILE

Job title:	Cover Supervisor
Salary and Grade	Grade 3 – 4 (£17681 - £20541) pro rata £14900 Actual Salary
Working hours / weeks:	37 hours per week Term time only (39 weeks per year)
Core purpose:	This post holder is responsible for supervising prepared lessons in the absence of a class teacher and providing technical/administrative support in other areas. The amount of time spent on each aspect of the role will vary according to the needs of the school, but the former will take priority.

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests.

Key responsibilities:

- To supervise and be solely responsible for a whole class of students in the absence of a teacher.
- To establish constructive relationships and communicate with other relevant professionals in partnership with curriculum staff to support student's learning and progress
- To establish positive working relationships with students, acting as a positive role model and setting high standards.
- To support all students consistently, whilst recognising and responding to their individual needs, promoting inclusion and acceptance.
- To work with staff to establish a learning environment which is positive, purposeful, orderly and productive and which pays due regard to Health and Safety.
- Communicate and deliver work set by the teacher, following lesson plans and schemes of work as given, ensuring that students are aware of expectations.
- To respond to questions from students and assist them to undertake set activities.
- To collect completed work after a lesson and return it to the teacher and ensure feedback is provided to staff on lessons covered.
- To comply with school guidelines on rewards and behaviour of students, recording this as necessary.

- To deal with any immediate issues in accordance with the school guidelines.
- In the absence of the teacher, to be responsible for the maintenance of the register in accordance with school guidelines.
- To provide in class support in consultation with teaching staff.
- To be responsible for updating records and information as agreed with staff and within school guidelines.
- To assist in administrative tasks within faculties and pastorally when required.
- To provide curriculum support
- To attend relevant school meetings as required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To manage manual and computerised record/information systems through SIMS and Microsoft Office.
- To utilise school electronic communication systems.
- To use relevant equipment/ ICT packages effectively.
- To undertake research and obtain information to inform decisions.
- To adhere to the health and safety policy including risk assessment and safety systems.
- To contribute to the overall ethos/work/aims of the school the Multi Academy Trust (MAT).

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Core Values:

Respect for individuals:	We work together to create a culture based on trust, respect and dignity.
Integrity:	We are open, honest and direct in our dealings.
Collaboration:	We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.
Continual improvement:	We are a learning organisation that strives always to 'make our best better'.
Accountability:	We hold ourselves accountable and take ownership.

PERSON SPECIFICATION

Role: Curriculum Support Assistant (Cover Supervisor)		E/D	A	I
Qualifications and Training				
1	Vocational training or significant practical experience acquired through a combination of training and considerable on-the-job experience, demonstrating development through a series of progressively more demanding and relevant work roles.	D	✓	
2	Level 2 qualification in English and Maths as minimum	E	✓	
Experience				
3	Supervisory experience.	E	✓	✓
4	Supervision of students in a classroom situation.	D	✓	
Knowledge and understanding				
5	School procedures, policies and working practices.	D	✓	
6	Knowledge and use of school software.	D	✓	
Skills and abilities				
7	Ability to work effectively under pressure.	E	✓	✓
8	Ability to build excellent relationships with students & colleagues.	E	✓	
9	Excellent verbal communication skills both in person and over the telephone.	E		✓
10	Equally able to work independently or as part of a team	E	✓	✓
11	Ability to follow instructions, working unsupervised and showing initiative.	E	✓	✓
12	Ability to effectively motivate students and to develop their skills.	E	✓	✓
13	Ability to work flexibly across different schools, teams and functions.	E	✓	✓
14	Proven initiative and judgement to research and resolve problems independently or through a support team where appropriate.	E	✓	✓
15	Ability to deal with people confidently, sensitively and diplomatically.	E		✓
16	Adherence to a professional code of conduct.	E		✓
Personal attributes				
17	A positive "can do" approach to all tasks requested and undertaken.	E		✓
18	Vision and personal drive for the future of the MAT and own continuous professional development.	E		✓
19	Willing to travel to other sites within the MAT as required and work flexibly according to the needs of the organisation.	E	✓	✓
20	Ability to remain calm and in control in stressful situations	E		✓
Other				
21	A commitment to uphold and promote equality of opportunity.	E		✓
22	Demonstrates an understanding of Safeguarding issues relevant to the post.	E		✓
23	Use of a vehicle or access to appropriate transport for work purposes so that the post holder is able to work at any school within the MAT.	E	✓	

KEY: ✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: October 2017