



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Role Profile

Cover Supervisor –  
Maternity Cover

Cottenham Village  
College

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Cottenham Village College
<b>Post title</b>	Cover Supervisor – Maternity Cover
<b>Full time Salary</b>	SCP 15 to 19 £29,093 - £31,067
<b>Pro-Rata Actual Salary</b>	£24,952 - £26,645
<b>Working Pattern</b>	Term Time + Training days (39 weeks)
<b>Pension</b>	Local Government Pension
<b>Working Hours</b>	37 hours per week
<b>Line Management Responsibility</b>	NA

## **ROLE SUMMARY**

As our Cover Supervisor, you will play a pivotal role will be deployed to supervise lessons for teachers across the curriculum in following a programme of study during short-term absence of the class teacher. Where an absence is known beforehand the cover supervisor will be expected to liaise with the member of staff concerned and familiarise themselves with the work set. When cover is through illness and therefore may not be known beforehand the supervisor will be expected to work through the work set either by the absentee or the Faculty Head.

## **Key Accountabilities**

### **Cover Supervision**

- ★ Supervising pupils in class and tutor periods during the absence of their usual teacher to undertake work that has been set in accordance with school policies.
- ★ Ensure that school procedures such as core routines as used in all lessons.
- ★ Give clear instructions based on the work set and actively supervise pupils as they carry out the instructions.
- ★ Collecting any completed work after the lesson and returning it to the appropriate teacher as per instructions.
- ★ Ensuring class registers are taken as and when appropriate.
- ★ Managing the behaviour of the students whilst they are undertaking set work to provide a constructive environment.
- ★ Responding to any questions from students about process and procedures.
- ★ Where possible according to subject knowledge, actively teach the lessons of absence colleagues.
- ★ Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- ★ Reporting back, as appropriate, using the schools agreed referral procedures on the behaviour of students during the class (including non-participation) and any issues arising.
- ★ To liaise with any teaching assistants regarding individual pupils if necessary.

## Whole school support

- ★\* Operate at all times within the stated policies and practices of the academy.
- ★\* Attend and actively participate in staff meetings and training days.
- ★\* Maintain an up to date knowledge of good practice in teaching techniques.
- ★\* Assist with the invigilation of examinations when requested.
- ★\* Contribute to the maintenance of a safe, clean and healthy school environment.
- ★\* Develop and maintain effective working relationships with other members of staff.
- ★\* Contribute to, support and participate in school events and activities.
- ★\* Take responsibility for professional learning.
- ★\* Inspire trust and confidence in students and colleagues.
- ★\* Build team commitment with colleagues, and in the classroom engage and motivate students.
- ★\* Demonstrate analytical thinking to improve the quality of students' learning.
- ★\* Contribute to the academy improvement /development planning and promote the learning priorities of the academy improvement plan.
- ★\* Contribute to the development and / or implementation of academy policies.
- ★\* Promote the wider aspirations and values of the academy.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education and Training</b>		
A minimum 2:2 degree, with demonstrable passion for your subject.	•	
Evidence of recent and relevant professional development	•	
<b>Experience</b>		
Experience working in a secondary school environment – or with young people (aged 11 to 16) in another setting	•	
<b>Knowledge</b>		
Understanding of Safeguarding Procedures	•	
<b>Professional Skills</b>		
Ability to communicate effectively at all levels	•	
Effective interpersonal skills	•	
Efficient organiser	•	
Ability to use initiative and prioritise work	•	
Ability to work to deadlines	•	
Confident user of ICT	•	
Ability to work as part of a team	•	
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	•	
Flexible approach to work	•	
Committed to academy ethos and direction	•	
High standard of punctuality	•	

<b>Personal Qualities</b>		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Demonstrably good relationships with colleagues, pupils and the wider community	•	
Commitment to contributing to extra-curricular activities of the school	•	
Commitment to promoting and safeguarding the welfare of all pupils	•	
Effective management of equipment and resources	•	

### **GENERAL RESPONSIBILITIES**

- ★ ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ ★ Commitment to continual learning and development of skills.
- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

### **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping

Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)