



JOB DESCRIPTION

Cover Supervisor	
Scale/Salary	£18,070 - £23,398
Hours	37 hours per week
Section	Cover Supply
Location	DSL V E-ACT Academy
Responsible to	Cover Admin Manager
Responsible for	The provision of a full learning experience and support for students.

Role Purpose:	<p>To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.</p> <p>Staff will also provide sole charge supervision of sessions and groups in the absence of a regular teacher so that students may continue their learning in a managed and safe environment.</p>
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Main Core Duties:	<p>Support for pupils:</p> <ul style="list-style-type: none"> • Use specialist (curricular/learning) skills/training/experience to support pupils • Assist with the development and implementation of IEPs • Establish productive working relationships with pupils, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all pupils within the classroom • Support pupils consistently whilst recognising and responding to their individual needs • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Provide feedback to pupils in relation to progress and achievement <p>Support for the teacher:</p> <ul style="list-style-type: none"> • Work with the teacher to establish an appropriate learning environment • Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
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	<ul style="list-style-type: none"> • Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives • Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence • Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested • Undertake marking of pupils' work and accurately record achievement/progress • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour • Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents • Administer and assess routine tests and invigilate exams/tests • Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc. <p>Support for the curriculum:</p> <ul style="list-style-type: none"> • Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs • Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills • Support the use of ICT in learning activities and develop pupils' competence and independence in its use • Help pupils to access learning activities through specialist support • Determine the need for, prepare and maintain general and specialist equipment and resources <p>Support for the Academy:</p> <ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
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	<ul style="list-style-type: none"> • Attend and participate in regular meetings within normal contractual hours • Ensure compliance by self and others with all health and safety policies and procedures • Participate in training and other learning activities as required • Recognise own strengths and areas of expertise and use these to advise and support others • Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate • Undertake planned supervision of pupils' out of school hours learning activities • Supervise pupils on visits, trips and out of school activities as required • Treat all other users of the Academy with courtesy and consideration. • Present a positive personal image, contributing to a welcoming Academy environment which supports equal opportunities for all
Skills/Knowledge:	<ul style="list-style-type: none"> • Can use ICT effectively to support learning • Use of other equipment technology – video, photocopier • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies • Understanding of principles of child development and learning processes • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Ability to identify own training and development needs and cooperate with means to address these • Ability to self-evaluate learning needs and actively seek learning opportunities • Take responsibility and accountability • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.

The post holder will be expected to take part in the overall development of the school and undertake other duties as may be required.

**E-ACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
This post is subject to an Enhanced DBS Disclosure.**

How to apply.

To apply for the role, please email your Application Form and Equal Opportunities Form to daventryregionhr@E-ACT.org.uk

Please note that we do not accept CVs.

The closing date for application is **Friday 9th February 2018 at 12pm.**