



E-ACT Royton and Crompton Academy
Blackshaw Lane
Royton
Oldham
OL2 6NT

Job Description

Job Title: Cover Supervisor
Role accountable to: Assistant Headteacher: Teaching and Learning
Contract: Term time plus 5 days, 37 hours per week
Salary Scale: SCP: 9-17 £20,374 – £23,836 (pro rata £14,444 – £16,923)

Main Purpose of the job:

To provide continuity of education for pupils whose lessons are affected by staff absence.

Key responsibilities:

- Under the agreed system of supervision, during the short-term absence of the classroom teacher, to supervise pupils undertaking work that has been set in accordance with the academy's policy.
- To monitor and evaluate students' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
- To use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Assist with the supervision of students out of lesson times, including before and after school
- To undertake activities as directed by the teacher, with whole classes, individuals or small groups of students giving constructive support to students as they learn.
- Communicate work set by the teacher to the students, responding to any questions from them, about process and procedures.
- Communicate feedback from the covered lesson and ensure all completed work is returned to the teacher.
- To support students by responding to their individual needs and promote the inclusion of all students in the classroom.
- Manage the behaviour of students whilst they are undertaking work, to ensure a constructive climate for learning
- Report back using the academy's agreed referral process on the behaviour of students during the class and issues arising.
- To assist in classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.



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Additional Responsibilities:

- Ensure observation of Health & Safety regulations
- Uphold the academy's ethos, rules and regulations.
- Be aware of Child Protection issues and raise any concerns through the appropriate procedures.
- Work as a member of a team in the day to day organisation of the whole learning environment in the academy to ensure good practices are developed and maintained.
- Participate in academy activities and staff meetings when appropriate.
- Undertake other associated duties as required, including lunch and break duty.
- Invigilate internal and external examinations, as required.
- Maintain all equipment used to the required standards.
- Participate in relevant Staff INSET as and when required.
- Take part in performance management procedures.
- Other admin duties may be carried out from time to time
- Be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, Health Safety & Security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Please note: This job description provides an overview and may not cover all aspects of the job. The role may involve other responsibilities as reasonably expected from the Headteacher at short notice.





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Personal Specification

Qualifications

GCSE grade C or above in English and Maths	✓		A,I
Good numeracy/literacy skills	✓		A,I
Degree in subject relating to the school curriculum		✓	A, I

Experience

Experience of supervising staff or young people	✓		A,I
Experience of working in a school or with young people		✓	A, I
Experience of working in an educational setting		✓	A, I

Knowledge and skills

Willingness to participate in development and training opportunities	✓		A, I
Ability to work constructively as part of a team, understanding classroom role and responsibilities and your own position within these	✓		A, I
Ability to offer a firm but friendly approach and be self confident in dealing with young people	✓		A, I
Excellent written and oral communication skills	✓		A, I

Commitment - demonstrate commitment to...

Excellence at all levels and a determination to succeed	✓		A,I
Achieving the highest standards of teaching and learning for all students	✓		A,I
Motivate others and adopt a positive approach to education	✓		A,I



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Equality of opportunity for staff, students and all members of the school and wider community	✓		A,I
Promoting Royton and Crompton E-ACT Academy vision and ethos	✓		A,I
Establishing a high quality, stimulating learning environment	✓		A,I
Ongoing relevant professional self-development	✓		A,I
Safeguarding and child protection	✓		A,I

Key

A Evidence from application form and personal statement

I Evidence from a face to face interview