

**Job Description**

**Post title:** Cover Supervisor  
**Salary:** Grade 4  
**Reports to:** Business Manager  
**Position:** Full-time, term time only

**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
- Recording and reporting attendance at lessons in accordance with academy policy

**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

### **Expectations and Values:**

The Diverse Academies Learning Partnership is committed to continuous learning and teachers and support staff are expected to engage routinely in continuing professional learning and development. In common with all who work in the school, the post holder will also be expected:

- To act as an ambassador for the school by supporting our values and expectations of learning
- To be a significant presence and role model for students and staff
- To follow and enact where necessary all relevant policies, procedures and guidelines including those agreed by DAT (Diverse Academies Trust)
- To contribute to school development through team planning and review meetings
- To work within the framework of national legislation and in accordance with the provision of School Teachers Pay and Conditions and all National Professional Standards, The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of service

### **Additional:**

- All staff have a responsibility for providing and safeguarding the welfare of children and young person's s/he is responsible for or comes into contact with
- The contents and allocation of particular responsibilities/duties may be amended after consultation from time to time as part of a broader structural review
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service
- DALP (Diverse Academies Learning Partnership) promotes the employment of disabled people and will make any adjustments considered reasonable to the above duties
- All employment requirements, rights and benefits comply with DAT (Diverse Academies Trust). To be familiar with Health and Safety issues as they relate to school activities
- To be familiar with the Academy Health and Safety Policy

## 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	✓		App Form Interview References
Experience, Knowledge & Understanding			
Strong and clear speaking voice, articulate expression	✓		App Form
Proficiency in using computers and other IT equipment	✓		
Ability to work independently with minimum supervision	✓		Interview
Experience of cover supervision / working with young people		✓	
Proven experience as an organiser, project leader or team leader		✓	References
Personal Qualities			
Ability to relate to all levels of staff and students.	✓		App Form
High expectations for accountability and consistency	✓		
Resilience, motivation and commitment to driving up standards of achievement	✓		
Motivation to continually improve standards and achieve excellence	✓		
Enthusiastic, confident, positive, self-motivated and determined	✓		
Excellent communication, planning, organisational, listening and time management skills	✓		Interview
Effective and systematic behaviour management, with clear boundaries, sanctions, praise and recognition	✓		
Commitment to regular and on-going professional development and training to establish outstanding classroom practice	✓		References
Readiness to reflect and self-evaluate, and the ability to change, develop and improve	✓		
Work well under pressure	✓		
Work effectively alone and as a part of a team	✓		
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		
Develop positive relationships and acts as a role model to staff and students	✓		
High levels of honesty and integrity	✓		
A sense of humour and desire to have fun	✓		
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		App Form
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		Interview