



## **KING JAMES I ACADEMY**

**POST TITLE :** Cover Supervisor

**GRADE :** Grade D, point 7-12

**REPORTING RELATIONSHIP** Reports to the Assistant Headteacher

**JOB PURPOSE :** To supervise classes during the absence of a teacher. To provide in-class support. To deliver aspects of the Academy's intervention programme.

**JOB SCORE** 410

### **MAIN DUTIES/RESPONSIBILITIES**

- Provide students with, and supervise work that has been set by the teacher
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive and positive environment
- Respond to any questions from students and provide support and guidance
- Deal with any immediate problems or emergencies according to the Academy's policies and procedures
- If required, collect completed students' work after the lessons and return to the appropriate teacher
- Complete cover lesson feedback forms or equivalent and return to the appropriate teacher
- Report, as appropriate, using the Academy's referral procedures, on the behaviour of students during the class and on any problems arising
- Use the Academy's rewards procedures and record any information on ClassCharts
- Create and maintain a clean and orderly working environment and equipment
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

## **ADDITIONAL INFORMATION**

- The jobholder is required to contribute to and support the overall aims and ethos of the Academy
- All Academy staff are required to participate in training and other learning activities and in appraisal and development, as required by the Academy's policies and practices
- **\*\***The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary

## **JOB CONTEXT**

- This job is to provide cover for whole classes during the absence of teachers. The teacher may be absent through illness, or to participate in professional development or to attend a meeting. The headteachers professional judgement will determine the deployment of a cover supervisor.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY POLICIES, INCLUDING THE NO SMOKING POLICY.**

**The Academy is committed to safeguarding children. All candidates will need to demonstrate a commitment to the welfare and safety of children and young people. Any offer of employment will be conditional upon receipt of two supportive references and the successful completion of pre-employment checks. An application to the Disclosure and Barring Service will be submitted when the successful candidate has accepted the position.**

**Please visit the Disclosure and Barring Service Code of Practice for further information:**

**[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/474742/Code of Practice for Disclosure and Barring Service Nov 15.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)**

**King James I Academy is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.**

## KING JAMES I ACADEMY

### PERSON SPECIFICATION – Cover Supervisor

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	NVQ 3 or equivalent or experience in relevant discipline.	AF, C	D1	Specific training in specialist area.	AF, C
	E2	Very good numeracy/literacy skills.	AF, C			
	E3	Specific training in specialist area.	AF, C			
<b>Experience &amp; Knowledge</b>	E4	Effective use of ICT and other specialist equipment/resources.	AF, C	D2	Experience in a similar role	AF, R
	E5	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	AF, C			
	E6	Ability to self-evaluate learning needs and actively seek learning opportunities.	AF, I, R			
	E7	Ability to relate well to children and adults.	AF, I, R			
<b>Special Requirements</b>	E8	Motivation to work with children	AF,I,R			
	E9	Ability to form and maintain appropriate relationships and	AF,I,R			

	E11	personal boundaries with children Suitability to work with children	D			
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Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	CRB Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references