

Job Description

General Information

Job Title:	Cover Supervisor	JD Code: JDE02
Reports to:	Assistant Vice Principal	
Salary:	Unqualified Teacher Scale 1-4	

Line Management:

The post holder will be accountable to the Assistant Vice Principal for all initiatives related to this post.

Job Purpose/Summary:

To provide in class supervision for students when their teacher is absent, to liaise with the teacher to enable planned work to be set by the teacher, and to feedback to the teacher on the progress of the lesson.

Key Tasks and Accountabilities:

The successful candidate will contribute to ensuring the highest possible standards and attainment across the school.

- To provide classroom management to classes in absence of a teaching member of staff (up to a maximum of 10 consecutive days for the same member of staff, including the first three days of absence).
- To create an orderly and purposeful environment in which pupils can complete work set by the classroom teacher.
- To collate a bank of supervision work for subjects at KS3 and KS4 in liaison with the relevant Subject Leader. Cover supervision work should continue to be set by the school.
- To support the school within the SEND Department when not required for cover during the working day.
- To cover registration as required.
- To undertake training in classroom management on appointment and update as appropriate.
- To make use of the school disciplinary and reward systems.
- To invigilate internal and external examinations when required.
- To accompany visits and field trips as requested.
- Any other reasonable task requested by the Principal.

Generic Responsibilities of all Support Staff

- To work consistently to uphold school's aims
- To work in a co-operative and polite manner with all stakeholders
- To work with students in a courteous, positive, caring and responsible manner at all times
- To take an active and positive role in the school's commitment to developing staff, and the annual review procedures

- To work with visitors to the school in such a way that it enhances the reputation of the school
- To seek to improve the quality of the school's service
- To present oneself in a professional way that is consistent with the values and expectations of the school
- To undertake First Aid training, and act as one of the school's First Aid officers

Support for the school

- Be aware of and comply with the school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- To support in the Achievement Centre as directed
- Accompany teaching staff and pupils on visits, trips and part of school activities as required.

The school 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 and satisfactory medical clearance.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities.

PERSON SPECIFICATION – COVER SUPERVISOR

CRITERIA	ESSENTIAL
A. Education and training	<ul style="list-style-type: none"> • Educated to A level / NVQ 3 standard or relevant work experience • Commitment to continued professional development
B. Skills and abilities	<ul style="list-style-type: none"> • Ability to establish successful relationships at all levels • Excellent communication skills • Understanding and awareness of current educational developments • Ability to apply competently and confidently knowledge and skills in a classroom • Demonstrate knowledge of key factors affecting student learning and progress • A working knowledge of ICT in Information and Management Systems • Ability to monitor pupil progress and attainment
C. Professional values	<ul style="list-style-type: none"> • Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners • Demonstrates high expectations for all students
D. Personal qualities	<ul style="list-style-type: none"> • Ability to relate to and motivate staff, parents and students • Ability to listen to and understand others • Constant and consistent expectations of high standards
E. Approach to work	<p>Evidence of:</p> <ul style="list-style-type: none"> • high motivation and professional commitment • a commitment to student-centred education • a commitment to involving parents as partners in the education process • a commitment to and understanding of equality of opportunity • effectiveness in time management and team working

Once in post, the post holder will:

- continue to satisfy the Teachers' Standards (Teaching post)
- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;

In addition, the post holder should have the ability to:

- vocalise the school's vision and aspiration to be a world class school
- be flexible to adapt to change
- have excellent attendance
- be a role model and act as an ambassador for the school, in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.