

## **JOB DESCRIPTION**



**POST:** Cover Supervisor

**RESPONSIBLE TO:** Assistant Director

**GRADE/LEVEL:** Grade 2

**CORE PURPOSE:** To look after classes of students in the Academy and carry out pre-planned lessons for absent teachers, providing guidance, advice and classroom management. To implement schemes of work, manage student behaviour and assisting students in relevant activities in line with the Academy's policies and procedures.

**JOB DESCRIPTION:** The job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

### **Working within the Student Learning Directorate the post holder will:**

- Support the implementation the Academy's vision and values
- Ensure that the Academy policies are promoted and adhered to
- Contribute in the Academy to developing a learning culture with high expectations in a safe and secure learning environment
- Foster effective relationships with parents/carers and students in the Academy

### **SPECIFIC RESPONSIBILITIES**

- Supervise work that has been set in accordance with the Academy policy
- Collect work in advance of the lesson and ensure that required resources are in place
- Take full responsibility for the behaviour of the students– following Academy protocols – while they are undertaking the work, to ensure a positive learning environment
- Respond to any questions from the students about the work
- Deal with any issues arising according to the Academy's policies and procedures
- Collect in the completed work at the end of the lesson and return it to the appropriate teacher
- Report back to the teacher as appropriate on any issues arising from the lesson
- Facilitate learning by ensuring supervised classes are quiet, calm and learning
- Assist with exam invigilation
- Liaise with teaching staff as appropriate
- Complete administrative tasks as appropriate
- Assist with school/classroom display
- Accompany teachers/pupils on school visits (flexible hours could apply to this duty)
- Administer First Aid where necessary (training will be given)
- Any other supervisory duties deemed appropriate by the Principal
- Promote a firm but fair ethos in the classroom
- Deal with any misbehaviour appropriately following the Academy's Behaviour for Learning Policy
- Ensure named teachers/Year Managers are informed of any relevant information about pupils work or behaviour in supervised classes
- Support student learning in the wider academy when not supervising classes

## Developing Self and Working with Others

- Take part in an annual staff performance review with line manager
- To create and maintain good working relationships among all members of the Academy community
- To promote appropriate personal and professional development of all staff in the Directorate, providing an example through their own development and practice
- To work collaboratively with teaching staff to support students in their learning and the preparation of learning resources
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance

## VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of Consett Academy, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

## EQUALITY AND DIVERSITY

The Academy is committed to equality and diversity for all members of society. The Academy will take action to discharge this responsibility, but many of the actions will rely on individual staff members at Consett Academy embracing their responsibilities with commitment, and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the Academy's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

Name of Post Holder:	
Signature of Post Holder:	Date:
Signature of Line Manager:	Date

## Person Specification – Learning Facilitator

The successful candidate will be an experienced professional who is energetic, innovative and influential, reliable and committed and who values teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent qualification in relevant discipline OR appropriate experience as a Teaching / Supervisory Assistant</li> <li>• Qualifications at GCSE level or equivalent in Maths and English</li> <li>• First Aid training or willingness to undertake appointed person certificate in First Aid <b>(desirable)</b></li> <li>• Child Protection training <b>(desirable)</b></li> <li>• Training in the literacy/numeracy strategy <b>(desirable)</b></li> <li>• Training in Special Educational Needs strategies <b>(desirable)</b></li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Recent and relevant experience of working with children within an education setting, within a specified age range/subject area</li> <li>• Experience of working in an Academy environment <b>(desirable)</b></li> </ul>
<p><b>Skills and Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>• Ability to build effective working relationships with all students and colleagues</li> <li>• Ability to promote a positive ethos and role model positive attributes</li> <li>• Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate</li> <li>• Ability to adapt own approach in accordance with students’ needs</li> <li>• Ability to continually develop and extend own working practices</li> <li>• Understanding of principles of child development, learning styles and independent learning</li> <li>• Specialist subject knowledge/curriculum/resources <b>(desirable)</b></li> <li>• Effective use of ICT to support learning</li> <li>• Experience of resources preparation to support learning programmes</li> <li>• Excellent communication skills</li> <li>• Excellent numeracy and literacy skills</li> <li>• Be able to maintain confidentiality</li> <li>• Excellent listening skills</li> <li>• The ability to manage behaviour of children in a positive and supportive manner</li> <li>• Understanding of basic technology – computer, video, photocopier etc <b>(desirable)</b></li> </ul>
<p><b>Attributes and Qualities</b></p>	<ul style="list-style-type: none"> <li>• Friendly, approachable and professional manner</li> <li>• A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the students with whom they work</li> <li>• Ability to liaise sensitively and effectively with parent and carers, recognising their role in students learning</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues.</li> <li>• Willingness to participate in relevant training and development opportunities</li> </ul>