

## Job Description Cover Supervisor

<b>Responsible to:</b>	Senior Cover Supervisor/Operations Manager
<b>Job purpose:</b>	To provide supervision of students across the 11-16 age range. Successful candidates will need to respond to questions, generally assist students to undertake set activities and to uphold standards of behaviour in the classroom. In addition to cover needs, there will also be a requirement to work alongside existing staff in specific curriculum areas providing general support for departments. This is a key role in supporting the day-to-day running of the school and the successful applicant must be IT literate and competent in using a variety of software packages.
<b>Arrangement:</b>	Full Time, 35 hours per week, Term time only
<b>Grade:</b>	E

### Main responsibilities of the post:

- To supervise student learning by delivering cover work that has been set in accordance with academy policy, following the supportive learning framework.
- To manage the behaviour of students while they are undertaking their work ensuring a positive and purposeful classroom environment is established.
- To respond to questions and generally assist students to undertake the set activities within the lesson.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To provide feedback to pupils in relation to progress and achievement.
- To deal with problems or emergencies according to the school's policies and procedures.
- To ensure that all work is collected and returned to the classroom teacher.
- To provide accurate and effective feedback and reports to the teacher on pupil achievement, progress and other matters ensuring the availability of appropriate evidence.
- To recognise student achievement in accordance with the schools rewards policy.
- To work with and liaise with the Teaching Assistants who may be supporting individuals within the cover lesson.
- To provide additional support to identified classes during times when cover lessons have not been allocated.
- To provide additional support to identified areas of the school, including the Reflection Room, when cover lessons have not been allocated.
- To support lunchtime duties.

- To support whole school detentions
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To undertake the role of form tutor.
- To contribute to the invigilation of public examinations.
- There may be a requirement to work across the group of Delta academies in a cover supervisor capacity within the local geographical area by negotiation.
- During periods when no cover lessons are allocated, to fulfil other responsibilities as delegated by Principal and the Assistant Principal.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- To be responsible for managing and organising cover for absent staff both teaching and non-teaching.
- To be responsible for organising and providing induction and support for supply staff both teaching and non-teaching.
- To be responsible for ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.
- To be responsible for the management and maintenance of the school diary
- To arrange and communicate day-to-day changes in staffing and rooming (eg: planning for timetable/staffing changes as a result of exams, in-house events, educational visits etc)
- To buy in additional cover as required
- To communicate unplanned absences to department heads/ line managers
- To ensure appropriate cover work is available for cover staff in line with academy policy
- To use the Sims system to keep a record of staff absence and provide accurate reports
- To work under the guidance of senior teaching staff to provide cover for planned and unplanned absence of teachers within the agreed system of supervision

## GENERAL

- Contribute to the life of the school community, and to support its ethos and policies.
- Appreciate and support the role of other professionals
- Participate in appraisal, training and professional development as required
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Be aware of the specific issues relating to Health & Safety in your area and make appropriate assessments of any risk.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).

- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To comply with the Trust and academy's policies and procedures at all times.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be subject to change, following consultation between the post holder and the Academy.

*The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate and checks of the relevant barred list / prohibition lists.*

## PERSON SPECIFICATION COVER SUPERVISOR

	Essential	Desirable	MOA
<b>KNOWLEDGE/QUALIFICATIONS</b>			
GCSE or equivalent in English and Maths at Grade C	✓		A/C
Knowledge of general office procedures and practice	✓		A/I
Knowledge of SIMS	✓		A/I
A recognised and relevant vocational qualification (NVQ level 3) and/or equivalent practical work experience	✓		A/C/I
HLTA status		✓	C
<b>EXPERIENCE</b>			
Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality	✓		A/I/R
Working within a school and team environment	✓		A/I
Working within a partnership context, including co-ordinating collaborative activities and plans	✓		A/I
<b>SKILLS</b>			
Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met	✓		A/I/R
ICT skills to produce quality reports and documents, and to create and manage simple databases	✓		A/I
Able to communicate effectively both orally and in writing with a wide range of people	✓		A/I
Ability to work as part of a team	✓		A/I
Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions	✓		A/I
Ability to be well organised and accurate in all aspects of the role with the ability to prioritise	✓		A/I
Ability to work well under pressure and to respect sensitive and confidential work	✓		A/I/R
Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations, even when working remotely	✓		A/I/R
Ability to use SIMS	✓		A/I/R
Ability to use other ICT packages as required	✓		A/I/R
<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>			
Diplomacy and discretion and the ability to appropriately manage confidential information	✓		A/I
Proven ability to work as a team member to achieve goals in effective co-operation	✓		A/I
To display a responsible and co-operative attitude to working towards the achievement of the organisation aims and objectives	✓		A/I
Commitment to own personal development and learning	✓		I

A commitment to abide by and promote the Academies' Equal Opportunities, Health and Safety and Child Protection Policies	✓		A/I
The ability to travel independently across the Trust		✓	A/I
The post holder will require an enhanced DBS	✓		C