Northern Education Trust – Job Description

Job Title:	Cover Supervisor	**JE Reference:**	JE014
Base:	Hetton Academy		
Reports to:	Cover Manager	**Grade:**	Grade 5 SCP 16 – SCP 18
Service responsibility:		**Salary:**	£31,525.00- £32,578.00 FTE (pro rata salary £24,464.89 - £25,282.07)
Additional:		**Term:**	32.5 hours, 39 weeks

JOB PURPOSE

- To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programs with individuals/groups in or out of the classroom, managing student behaviour and supervising whole classes during the short term absence of teachers

RESPONSIBILITIES:

1. Supervising the students on work left in accordance with the academy policy
2. Assisting in preparing the learning environment and the materials used therein
3. Managing student behaviour to ensure a constructive working environment and promote positive behaviour
4. Responding to students about the work that has been set
5. Collecting any work completed after the lesson and returning it to an agreed person/place
6. Leaving the room in good order at the end of the lesson
7. Supervising entry and departure of students in accordance with academy policy
8. Recording and reporting attendance at lessons in accordance with academy policy
9. Assisting in exam invigilation under the supervision of the examinations officer
10. Reporting back as appropriate using the academy's agreed referral procedures on the behaviour of students during the class and any other issue arising
11. Dealing with any immediate problems or emergencies according to the academy's policies and procedures
12. Following academy policies and procedures especially those relating to expectations for learning, child protection and health; safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
13. Respecting confidential issues linked to home/students/teacher/academy work and to keep confidences as appropriate
14. Escort and supervise students on educational visits and out of academy activities
15. Use ICT effectively to support students learning
16. Develop and promote positive relationships with students, acting as a role model and setting high expectations
17. Promote the inclusion and acceptance of all students within the classroom
18. Support students consistently whilst recognising and responding to their individual needs

19. Encourage students to interact and work co-operatively with others and engage all students in activities
20. Promote independence and employ strategies to recognise and reward achievement of self-reliance
21. Provide feedback to students in relation to progress and achievement
22. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested
23. Contribute to the overall ethos/work/aims of the academy
24. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the students
25. Attend and participate in meetings as required
26. Participate in training and other learning activities and performance development as required
27. Recognise own strengths and areas of expertise and use these to advise and support others
28. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
29. Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
30. Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …… Date: ……..