



# ISCA ACADEMY – JOB DESCRIPTION

**Post:** Cover Supervisor  
**Grade:** D  
**Line Manager:** Senior Deputy Headteacher (Quality of Education)

## JOB PURPOSE

To work under the guidance of the teaching/leadership team and within an agreed system of supervision.  
To supervise whole classes during the short-term absence of teachers and to respond to questions and generally assist students in undertaking set activities when fulfilling this supervisory role.

## OBJECTIVES

- Supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy i.e. relevant to the age group and point reached in the curriculum to assist with continuity.
- Responding to students needs and providing general guidance or advice about process and procedures
- Helping students to access pre-planned learning activities.
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns using school systems and procedures.
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos and aims of the school.

## MAIN AREAS OF RESPONSIBILITY

Support the assigned teacher of the class by:

- Supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy i.e. relevant to the age group and point reached in the curriculum to assist with continuity.
- Having high expectations and standards in your classroom environment, in line with school policies and practices.
- Liaising with teaching staff regarding cover for known absence.
- Collecting finished work as necessary and returning it to the appropriate teacher.
- Promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour.

- Reporting, as appropriate, using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising.
- Ensuring the security of classroom equipment and resources including ICT.
- Ensuring safe practice within laboratory workshops and practical lessons.

Supporting students by:

- Responding to the needs of the students and providing general guidance or advice about process and procedures.
- Establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour and their work.
- Promoting the inclusion and acceptance of all students within the classroom.
- Working consistently whilst recognising and responding to individual student needs.
- Encouraging students to interact and work co-operatively with others (when appropriate).
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance.
- Explaining, reading, clarifying work and encouraging successful completion of tasks set by teaching staff.

Support the curriculum by:

- Helping students to access pre-planned learning activities and to complete them during a period of staff absence.
- Ensuring that any pre-determined equipment and resources are available to students.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns using school systems and processes.
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos and aims of the school.
- To provide teaching support to identified lessons/students at times as agreed with the leadership team in the school.
- Assisting in attendance record keeping by taking class registers within the agreed time frame.
- Supervising students at break and lunchtime as required.
- Taking a full part in the Academy's appraisal system.
- Under the direction of the Examinations Officer to invigilate examinations observing examination board regulations.

#### **ALL ACADEMY STAFF ARE EXPECTED TO:**

- Ensure the aims, priorities and policies of the Academy are adhered to, including the staff Safeguarding Code of Conduct.
- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.

- Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with students and other staff, including attendance at morning briefings and through completing student report cards and logs as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- To carry out other duties as reasonably requested by the Headteacher.

**This job description is subject to review by consultation.**

## Isca Academy

### Cover Supervisor: Person Specification

	ESSENTIAL	DESIRABLE	EVIDENCE *
<b>Qualifications &amp; Training</b>			
Educated to at least Level 2 (A*-C GCSE).	X		A, I, C, R
Good numeracy/ literacy skills.	X		A, I, R
2 A-Level qualifications or Level 3 equivalent.		X	A, I, C, R
HLTA/TA training.		X	A, I, C, R
<b>Knowledge, Skills &amp; Experience</b>			
Experience of working in a secondary school or setting with 11-16 age students.	X		A, I, R
Ability to consistently and effectively implement whole the school behaviour management policy.	X		A, I, R
Knowledge of the strategies that recognise and reward effort and achievements towards self-reliance as appropriate to the age and development of students.	X		A, I, R
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task.	X		A, I, R
Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.	X		A, I, R
Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.	X		A, I, R
Ability to offer constructive feedback to pupils to reinforce self-esteem.	X		A, I, R
Up to date training in health and safety and an excellent track record in this field.		X	A, I, R
Knowledge of SIMS (Management Information System).		X	A, I, R
Knowledge of SEND / strategies for working with ASD children.		X	A, I, R
Knowledge of some areas of the National Curriculum.		X	A, I, R
<b>Qualities / Behaviours</b>			
Ability to work effectively and supportively as a member of the school team.	X		A, I, R
Ability to work under pressure.	X		A, I, R
High level of integrity.	X		A, I, R
Positive role model.	X		A, I, R
Able to demonstrate commitment to a safe school culture.	X		A, I, R
Reflective.	X		A, I, R
Keen to develop through active participation in CPD and whole school projects and plans.	X		A, I, R
Must pass relevant safeguarding of children checks: DBS checks, self-declaration and interview.			
*Application form, Interview, Certificates, References			