

Cover Supervisor

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role / principal accountabilities:

To supervise classes and promote the ethos of learning during the absence of subject teachers and provide support to subject teams.

General Duties and Responsibilities:

- To instruct learners in relation to the work left by the subject teacher
- To ensure learners are provided with the necessary resources to facilitate learning
- To deliver, as far as reasonably possible, a structured lesson using the lesson plan as directed by the class teacher for whom you are covering
- To register and record student attendance in lessons
- To answer learners' queries in relation to the instructions left by the subject teacher
- To liaise with Head of Departments in relation to the work set by subject teachers as appropriate
- To supervise the class for the duration of the lesson
- To ensure classes enter and leave classrooms in an orderly manner
- To ensure the classroom is left tidy and ready for the next lesson after dismissing the class
- To cover for form tutors, including recording attendance, checking equipment, uniform, etc.
- To assist in establishing and maintaining good order within the school, including undertaking duties as necessary
- To deal with, record and report incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures
- To attend staff training/meetings to ensure a continued awareness of whole school policies and procedures
- To attend external Cover Supervisor network meetings when appropriate and to attend internal sharing good practice sessions
- Invigilate internal and external examinations when required
- Accompany visits and field trips as required
- To work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate
- To monitor and evaluate pupil responses to learning activities
- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and any other matters
- Liaise sensitively and effectively with parents/carers as agreed with the teacher
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use
- To provide general clerical administrative support – administer course work to produce worksheets for agreed activities
- Complete AM, Break, Lunch and PM supervisory duties as required by the Senior Leadership Team.

As a member of the Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Contribute to systems of evaluation and performance of the organisation positively

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential	Good standard of education – 5 GCSEs at grade 5 or above (or equivalent) inc English and Maths Commitment to continue own personal development
Desirable	Educated to degree level ICT capability level 2 or above First Aid qualification or willingness to train Further professional development

Experience, Knowledge and Skills

Essential	Experience of working in an educational setting Experience or working with or caring for children of a relevant age Enjoy working with and able to have a good rapport with children Ability to maintain positive relationships with learners, parents and staff High level of organisational and self-management skills Ability to effectively evaluate own performance Good inter-personal skills including mediation and conflict resolution Demonstrate awareness of risks Literacy, numeracy and IT skills Ability to work constructively and flexibly as part of a team within school and departmental protocols/procedures Interest and enthusiasm for inclusion initiatives
Desirable	Ability to manage classroom activities and the physical learning space safely Understanding of principles of child development and learning processes Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs Good understanding of Safeguarding procedures Experience of using CPOMS Safeguarding and Child Protection Software for Schools Experience of using Arbor Management Information System Understanding of procedures and legislation relating to confidentiality and GDPR

Values and Personal Competencies

- Excellent interpersonal skills; energy and enthusiasm
- Self-motivation
- Ability to question
- Flexibility and adaptability
- Committed to the values and vision of the Trust
- Team focused with the ability to work independently and take initiative
- Committed to equality, diversity and inclusion
- Strong morals, ethics and sound judgement.