



The de Ferrers Trust

Work **hard**, Be **kind**, Choose **wisely**

Job Description and Person Specification

Post Title:	Cover Supervisor
Accountable to:	
Grade:	DFT 4
Post holder name:	
Post holder signature:	



ROLE OVERVIEW:

Under an agreed system of supervision, to supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the Academy's policies and procedures.

KEY ACCOUNTABILITIES:

SUPPORT FOR STUDENTS

- Supervising work that has been set by teaching staff.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs, as identified in any adjustments.
- Organising and managing all aspects of work required for cover lessons.

SUPPORT FOR TEACHER

- Provide feedback to students in relation to progress and achievement.
- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Managing behaviour of students whilst they are undertaking this work to ensure a constructive environment, according to the Academy's behaviour policy.
- Reporting back as appropriate using the Academy's agreed referral procedures on the behaviour of students during the class, and any issues arising.
- Completing tracking sheets and information on student attendance and rewards.

SUPPORT FOR CURRICULUM

- Support the use of ICT where appropriate.
- Make appropriate use of equipment and resources.
- Provide assistance to faculties, as appropriate.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: COVER SUPERVISOR

Education & Qualifications	Essential	Desirable
Good numeracy/literacy skills equivalent to GCSE grade C and above.	✓	
NVQ 3 for Teaching Assistant (or recognised equivalent qualification).		✓
Experience		
Three years' experience of working to support children's learning gained in a relevant environment.		✓
Knowledge & Skills		
Full working knowledge of relevant policies/codes of practice.		✓
An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation.		✓
In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years.		✓
Understanding of principles of child development and learning processes.	✓	
Ability to plan effective actions for students at risk of underachieving.		✓
Effective use of ICT to support learning.	✓	
Use of other equipment technology – video, photocopier.	✓	
Well-developed interpersonal skills to be able to relate well to a wide range of people.	✓	
Work constructively as part of a team whilst being able to demonstrate initiative.	✓	
Good communication skills.	✓	
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	

Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Commitment		
Committed to The de Ferrers Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	