



Organisation:	Watergrove Trust
Academy:	Wardle Academy
Section:	Associate Staff
Location:	Birch Road, Wardle, Rochdale, OL12 9RD
Job Title:	Cover Supervisor
Scale:	Grade 5 pts 12 - 17,
Hours	36 hours 15 minutes per week, term time only
Accountable to:	Headteacher, Deputy Headteacher, Lead cover Supervisor & Assistant Headteacher
Special Conditions of Service	<i>All posts require enhanced DBS clearance prior to appointment</i>

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE AND OBJECTIVES OF THE ROLE

To provide stability and continuity for students whose lessons are affected through short term teacher absence, ensuring that the pre-prepared work set by the teacher is completed by pupils in order to facilitate ongoing learning. To provide whole classroom supervision of pupils in the absence of a teacher.

When not providing cover supervision, you will provide in-class support where the school deems it necessary, or may be asked to assist in the completion of other duties as required.

RESPONSIBILITIES

The postholder must:

1. Perform his/her duties in accordance with the Trust's Equality and Diversity Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)

Central Team Colleagues

Headteachers

Senior Leadership Teams

Teaching Staff

Associate Staff

Students

Parents

Visitors

Contractors

Governors /Trustees

Values and Behaviours

The Wardle Way:



Wardle Academy has high expectations of students and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.



Primary Responsibilities

- Under the agreed system of supervision, during the short-term absence of the classroom teacher, to supervise students undertaking work, which has been set in accordance with the school policy.
- Ensure good time management of the working day to allow for cover, administrative tasks when not covering and after school homework club.
- Manage the behaviour of students whilst they are undertaking work, to ensure a constructive environment.
- Report back to the classroom teacher or Head of Department details of the behaviour of pupils during the class and issues arising on a day to day basis. Serious incidents should be referred to the Cover Manager for guidance and advice.
- Communicate work set by the teacher to the students, responding to any questions from them, about process and procedures.
- Communicate feedback from the covered lesson and ensure all completed work is returned to the teacher.
- Oversee the distribution and collection of books and other equipment as directed by the teacher.
- Maintain the rules set by the external examination boards and in-house regulators when invigilating examinations.
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- To undertake activities as directed by the teacher, with whole classes, individuals or small groups of pupils giving constructive support to students as they learn and keeping them on-task.
- To be responsible for classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- To support students by responding to their individual needs and promote the inclusion of all students in the classroom.
- To follow the Trust policy document and schemes of work and keep updated with school and national curriculum documentation.
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc., as and when required.
- Work as part of a team, and support cross team working as and when required to ensure a qualitative and effective service is provided at all times.
- Be familiar with the content of the school curriculum.
- Provide the Cover Manager on a weekly basis a record of work undertaken when not covering lessons.
- Oversee Homework Club for KS3 students, Monday to Thursday.



Secondary Duties

- 1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
- 2. Work collaboratively across departments with colleagues and students to ensure the Academy & Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
- 3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
- 4. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.
- 5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
- 6. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
- 7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
- 8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- 9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
 - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
 - b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
 - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour



by challenging or reporting it.

- 10. To attend and participate in meetings as required.
- 11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
- 12. Support the Academy & the Trust in meeting our legal requirements for worship.
- 13. Actively promote the Academy & Watergrove Trust corporate policies.

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder



Watergrove Trust Person Specification

Organisation :	Watergrove Trust		
Academy:	Wardle Academy	Post:	Cover Supervisor
Section :	Associate Staff	Grade:	5

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview C Certificate
Qualifications		
To possess GCSE English and Mathematics at Grade 4 or above, or a Level 2 qualification in Literacy and Numeracy	E	AF, C
NVQ for teaching support	D	AF
CACHE, ICT, dyslexia or other literacy or curriculum related training/courses	D	AF
Evidence of Continuous Professional Development.	E	AF/ I
Skills and Experience		
Experience of working as part of a team	E	AF, I
Experience in undertaking administrative tasks	E	AF, I
Experience of working with young people	E	AF, I
Experience of working on own initiative	E	AF, I
Experience of working with children with learning/behavioural difficulties	D	AF, I
Experience of working within a school, and working with a class of students	E	AF, I



Experience of working as part of a team	E	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF/I
Aware of the importance of effective communication with staff and pupils	E	AF/I
Ability to remain calm and positive in challenging circumstances	E	AF/I
Ability to speak in public and to groups	E	AF/I
Good written and communication skills	E	AF/I
Flexible in order to meet pupil needs	E	AF, I
ICT literate	E	AF, I
Ability to relate well to children and adults	E	AF/I
Understand classroom roles and responsibilities, and your position within these	D	AF/I
Willing to take on further responsibilities	D	AF/I
Willing to take part in extra curricular activities	D	AF/I
Values and Behaviours		
Our mission then is to be ever “Providing more” to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependence within which we will always: <ul style="list-style-type: none"> ● Coach ● Challenge ● Innovate 	E	AF/I
Special Working Conditions		
Applicants will be expected to understand/ take training on the importance of safeguarding/child protection when working in a school setting	E	AF, I
Undertake First Aid Training	E	AF, I
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.	E	AF,I, A
From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school	E	AF/I



events as and when required or to perform routine system upgrades and general maintenance		
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