Co-op Academy
North Manchester

COVER SUPERVISOR
Salary Grade 5 – Actual salary £21,388.00 - £23,878.00

Permanent Term Time Only + 5 Days

The role of the Cover Supervisor is to supervise pupils when teaching staff are absent, in line with the Academy Behaviour and Teaching and Learning Policies, whilst ensuring pre -set work is completed. They will report to the Assistant Principal (Assessment and Outcomes) and work closely with the curriculum manager (cover).

The post holder will ensure that the various resources of the Academy are used in the most efficient and cost effective way, so that the school can fulfil its educational objectives and continually improve in its teaching and learning within a pleasant and stimulating environment.

It is expected that all staff within two years of joining The Co-op Academy North Manchester will be operating at a minimum of good with outstanding features within their role and working towards being outstanding in the future.

Main Responsibilities

1. Cover Supervisor

- To undertake classroom supervision in the absence of teaching staff.
- To supervise pupils in line with the Academy Behaviour Policy.
- To ensure pupils follow and complete pre-set work programmes.
- To ensure registers, class and pupils records are maintained.
- To liaise with subject staff and provide any relevant feedback to departments.
- To assist with the preparation of teaching materials and displays.
- To assist with lunchtime/break supervision.
- To assist with form registrations
- To possess the initiative and drive to enable pupils to succeed.

2. General

- As part of a team, attend meetings and make suggestions in developing and reviewing the team's progress of policies and procedures.
- Liaise and communicate effectively both verbally and in writing with staff, parents and external agencies.
- To adhere to strict confidential practices in relation to all personal information relating to pupils, staff, suppliers and customers.
- To work occasional additional hours whether in the evening or at weekends, when the workload requires it.
- To attend and support school events including Parents' evenings and Open Evening where required.
- To participate in staff development and training and undertake safeguarding training.
- To observe the Co-op Academy North Manchester's Equal Opportunities Policy.

To undertake similar tasks, including exam invigilation and deputising for other support staff, as may be determined by the Principal

PERSON SPECIFICATION: Cover Supervisor		
Skills	Essential	Desirable
A creative and imaginative approach to working with pupils	Y	
An enthusiastic approach to working with pupils	Y	
Ability to supervise and motivate pupils and engage them with their learning	Y	
Ability to defuse situations	Y	
Constantly improve own practice/knowledge through self-evaluation and learning from others	Y	
Work Constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Y	
Accurate and well organised approach to work	Y	
Excellent standard of interpersonal, oral and written communication skills	Y	
Ability to work flexibly and respond to developing needs	Y	
Ability to prioritise and work under pressure	Y	
Experience		
Sound understanding of the Academy's policies relating to safeguarding, inclusion and behaviour		Y
Have had experience of working with groups of young people	Y	
Can use ICT effectively to support learning	Y	
Qualifications		
Excellent numeracy/literacy skills – equivalent to Level 2 in Maths & English	Y	
Excellent skills equivalent to Level 3 (A Level) in Ebacc subject – Maths/ English/Science/History/Geography/French/Spanish		Y
Training in relevant strategies eg. Literacy/Numeracy & behaviour		Y
Qualities		
Ambition to succeed, develop and engage in continuous Professional Development		Y
Calm and approachable manner	Y	
Involvement in extracurricular activities		Y
Resilience and sense of humour!	Y	
To be committed to the Academy mantra of Respect, Commitment, Trust	Y	
Total commitment to safeguarding children	Y	

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.