

Salary:	NJC Pay Scale, Grade D
Responsible to:	
Date of Job Description:	June 2023

Purpose of the Role:

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep pupils on task.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

- Supervise pre-prepared activities and self directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils;
- Makes decisions in relation to pre-prepared learning activities and other decisions are referred to the appropriate member of staff;
- Prepare the classroom / outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate;
- Manage the behaviour of pupils whilst they are undertaking work;
- Collect any completed work after the lesson and return it to the appropriate teacher;
- Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

Individuals in this role may also:

- Undertake exam invigilation;
- Demonstrate own duties to new or less experienced staff.

Indicative knowledge, skills and experience:

- Completed a common core programme of induction for working with pupils;
- Knowledge / skills equivalent to forthcoming Qualification and Credit Framework Certificate in cover supervision level 3 or equivalent experience;
- Ability to communicate, motivate and stimulate learning of pupils.