

<b>POST TITLE:</b> Cover Supervisor	<b>GRADE:</b> 5 points 11 - 15
<b>RESPONSIBLE TO:</b> Campus Cover Officer	

**Responsible for:** No direct reports

**Purpose of role:**

To work under the guidance of the Assistant Principal and in liaison with admin support and teaching staff, will support student learning and in and out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. A primary focus of this post will be to supervise whole classes during the absence of teachers to maintain good order, to keep students on track, to respond to questions and generally assist students to undertake set activities.

**Principle Accountabilities:**

- To actively support and promote Wellsway School’s Vision and values as outlined in the School Improvement Plan.
- To supervise whole classes during the absence of teachers and to keep students on tasks/work set by the teacher.
- To maintain a safe and positive learning environment and consistently implement the School’s Behaviour Policy; fostering positive relations with students, acting as a role model and setting high expectations.
- To support students, offering advice and guidance to students of all ages and abilities to ensure that their work is of a high standard and ensure students are provided with the necessary resources to support their learning.
- To develop an understanding of the specific needs of the students in our care.
- To register and record student attendance in lessons.
- To collect completed work and return to the teachers who have set the work.
- To undertake tasks as identified by the Assistant Principal which may include some, or all, of the following:
  - Work in the Admin Office under the direction of the Principal’s Personal Assistant/Office Manager
  - Be assigned to a Curriculum Team under the direction of the appropriate Curriculum Team Leader.
  - Work with students who may need individual support under the direction of the Head of House.
  - Provide supervision in the Withdrawal Room.
  - To invigilate internal and external exams as required.
  - To accompany and supervise students on visits and trips as appropriate.

**Other Duties and Responsibilities**

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Be committed to safeguarding and promoting the welfare of children and young people.

- Be aware of and support difference to help ensure that everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Attend and participate in meetings as required.

### Physical Effort

The post-holder may be expected to undertake bending, lifting and stretching in the course of their duties e.g. preparing the classroom; displaying student work; assisting students at lesson times; engaging in activities led by the teacher. There may be an increased level of physical effort required for students with specialist needs.

### Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

### General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.  
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	Essential (E) or Desirable (D)
<b>Education/Qualifications</b>	
Minimum of 5 GCSE passes at Grade C or equivalent including English and Maths.	E

Relevant professional qualification or equivalent e.g. NVQ Level 3 for Teaching Assistants, Teaching or Social Work	D
<b>Experience</b>	
Minimum of two years' recent and relevant experience of individual work or group work with children/young people.	E
An understanding of child and family dynamics	E
Understanding of child development	E
Working in a school environment	D
Experience of using a range of learning strategies whilst working with children with various needs	D
General understanding of the National Curriculum and other learning programmes, strategies and codes of practice	D
Ability to effectively use ICT (e.g. computer, video equipment) to support learning	E
<b>Behaviours</b>	
Able to demonstrate Futura values and how to live them in the workplace	E
Emotionally intelligent	E
Self-motivated	E
Enthusiastic and positive	E
Calm under pressure	E
Organised and punctual	E
Willingness to contribute to wider life of the School	D
<b>Skills</b>	
Ability to safely manage classroom activities and the physical learning space	E
Ability to relate well to both children and adults	
Team player	
Able to prioritise own workload	
Effective communication skills both written and oral	
Child centred approach to working	
Confident user of IT	
<b>Attributes</b>	
Committed to the Futura Learning Partnership aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
<b>Other</b>	
Occasional work outside normal working hours - prior notice given	E
Good sense of humour	E