JOB PROFILE			
Job Title:	Cover Supervisor	**School/Department:**	Temple Learning Academy
Salary Grade:	FTE:C3, £29,777 - £31,364 Actual salary: £25,505 - £26,864 per annum	**Working Hours:**	8.00am – 4.20pm Monday to Thursday Friday – 8:00am – 3.50pm Term time only + 5 training days
Contract Type:	Permanent	**Location:**	Leeds

Responsible to: Deputy Principal (Secondary)

Role summary:

Are you looking for a new and worthwhile role where you can have a genuine impact on the positive outcomes of our children? Are you compassionate, friendly and approachable? We are offering YOU the opportunity to join Temple Learning Academy in a truly rewarding Cover Supervisor role, supporting our students and guiding them to achieve their full potential!

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.

Special conditions of service:

No smoking policy, including e-cigarettes.

Role specific responsibilities:

- The post-holder will be expected to work under the guidance of teaching/senior staff and the AcademyLeadership Team to support the highest quality teaching and learning that meets the needs of all pupils and contributes to the achievement of the Academy's vision and aims.
- The post-holder will be required to use detailed and specialist curriculum/learning, skills and experience and work in or out of the classrooms to support the learning of pupils through taking responsibility for the preparation and delivery of agreed learning activities.
- The post-holder will be responsible for monitoring and assessing, recording and reportingon pupils' learning, progress and development.
- The post-holder will be expected to liaise with teachers to communicate with parents, carers and families as partners in their children's learning.

RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required

- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person

- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission
Nurturing ambition, delivering excellence and enriching children's lives.

RED KITE LEARNING TRUST

Our Trust Values

Collaboration
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements – personal and collective.

Integrity
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.

Respect
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness – modelling our values and wanting the very best for each other.

Our Trust Goals

We champion learning
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.

We promote wellbeing
Ensuring the wellbeing of every child and member of staff in our Trust.

We invest in our people
Supporting every member of staff throughout their career to be the best that they can be.

We innovate with technology
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.

We are our Trust
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to relate well to all adults and children	√	
Excellent teamwork and good Witten and spoken communication skills	√	
Excellent organisation, time management and negotiation skills	√	
Excellent administration and clerical skills, including keeping records of learning and making learning resources and displays	√	
Good numeracy and literacy skills	√	
Good IT and basic technology skills to support learning (e.g. computer, tablet, video,photocopier)	√	
High levels of motivation and enthusiasm and a "can do" attitude	√	
Ability to self-evaluate learning needs and actively seek learning opportunities		√
Commitment to exploring opportunities to work across differentphases in an all-through Academy		√

Learning Trust Alliance Teacher Training Teaching School Hub

Qualifications, Knowledge and Experience	Essential	Desirable
Full commitment to participating in development and trainingopportunities	√	
GCSE (or equivalent) Maths and English at Level 2 (Grade C/4 orabove)		√
Completion of DfES Teaching Assistant Induction Programme		√
Relevant first aid qualifications		√
Experience working with children of relevant age	√	
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	√	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation relating to child protection, health, safety and security, confidentiality and data protection		√
Understanding classroom roles and responsibilities and your own position within these	√	
Training in relevant strategies, e.g. literacy and/or in particular curriculum or learning area		√
Safeguarding and Promoting the Welfare of Students	**Essential**	**Desirable**
An appropriate motivation to work with children and young people	√	
Ability to maintain appropriate relationships and personal boundaries with children and young people	√	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	√	