

# Role Description

## Secondary Cover Supervisor

<b>NJC Pay Range</b>	Band F
<b>Responsible To:</b>	Assistant Principal – Teaching and Learning

### Main Purpose of the Post

- To provide and deliver high-quality, planned cover for classes when teaching staff are absent.
- To create and maintain a positive, purposeful learning environment in which learning can continue in the absence of the Teacher.
- To deliver programmes of study provided by the Teacher/ Senior Leader.
- To provide specific support for students which will contribute to raising standards of student attainment and progress.

### Key Areas of Responsibility

- To deliver high quality planned cover for absent colleagues as and when necessary, using professional judgement to respond to students needs and ensure continuity of learning.
- To deliver programs of study provided by the Teacher/ Senior Leader, liaising with Academy departments to understand the aims, content, teaching strategies and intended outcomes for lessons and the place of these in the relevant curriculum.
- To secure high standards of student behaviour and engagement, implementing, monitoring, recording and reporting using the Academy systems and procedures, so that learning can continue in the absence of the class Teacher.
- To establish constructive and purposeful relationships with students, acting as a role model and interacting with them accordingly to meet individual needs.
- To respond to questions from young people and provide accurate and effective feedback to aid progress in the classroom.
- To liaise with Senior and Faculty Leaders and class Teachers to provide detailed feedback on student progress and behaviour.
- To lead small groups of young people with tailored learning strategies to support them in their learning with tailored learning strategies.
- To deliver within own area of specialism enrichment activities in the Academy.
- To monitor the use of ICT for acceptable use and safeguarding procedures.
- To assist in the creation of stimulating displays and resources.
- To recognise student achievements in line with the Academy's policy.
- To prepare appropriate learning activities to support curriculum areas including enrichment.
- To use the Academy's administrative systems and MIS to register and report progress with learning back to curriculum areas and families.
- To work with and guide the other adults in the classroom, such as the Teaching Assistant(s).
- To use existing knowledge and skills to actively contribute to curriculum planning meetings and deliver a range of teaching activities that engages and supports learning in the classroom.
- To contribute to whole school initiatives, intervention, enrichment, trips and events.

### Other Considerations Relevant to the Role

- The post requires working with flexibility, travelling to and from Academies and other locations as directed, for which the postholder must ensure they have the appropriate business insurance.

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***

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# Supplementary Information

**NJC Pay Range**

**Band F**

### Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

### Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

### Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

### Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

### Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.***