



# JOB DESCRIPTION

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<b>TITLE:</b>	<b>Cover Supervisor</b>
<b>SALARY:</b>	NJC 10-14
<b>ACCOUNTABLE TO:</b>	Lead Cover Supervisor
<b>POST:</b>	Full Time (37 hours a week), Term Time only

## **Purpose of the role:**

The Cover Supervisor has an important role in implementing the school's policy on cover. You will provide continuity for student learning by enabling them to carry out pre-planned tasks under your supervision. The Cover Supervisor will demonstrate flexibility; the ability to exercise positive reinforcement with a wide range of young people and to establish effective relationships that motivate and produce focussed learning. This is a responsible role, which will make an important contribution to the school's improvement programme and will primarily involve taking sole charge of a group of students on short term basis.

## **Specific tasks related to this role:**

- Cover as required, on a short term or medium basis – as determined by the Principal – for staff who are unable to take their teaching group(s).
- Liaise closely with the Head of Faculty/Lead Cover Supervisor to effectively supervise students in accordance with the scheme of work.
- Manage the behaviour of students whilst they are undertaking work under your supervision in order to ensure an ordered and focussed environment.
- Implement the school policy on positive reinforcement, communicate high expectations to students and build successful relationships. Report, using the school's referral procedures on the behaviour of students during the class and any issues arising.
- Respond to any students about their learning and behaviour
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Participate as appropriate in a teaching team in order to gain support and understand planning required for effective learning.
- Deliver and engage students in 'Active Learning' programme in the classroom environment.
- If appropriate, to work in partnership with other staff to provide supervision for larger groups.
- Take part in supervisory duties outside of the classroom setting.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

**General Duties:**

- Promote and safeguard the welfare of children, young and vulnerable people.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure compliance of Data Protection at all times.
- Actively present a positive image of the Trust and its activities both within and outside the Academy environment.
- Ensure the quality standards and performance measures applying to the role are met and facilitate continuous improvements in all aspects of the post.
- Undergo any self-development and training as necessary for success in the role.
- Carry out any duties at all times in accordance with the school duty programme.
- Incorporate the school's values and ethos when working with students and staff.
- Promote within the Trust a positive approach to safeguarding and care.
- Undertake any other responsibilities commensurate with the grade of the post, which the Executive Headteacher or their senior leader representative may from time to time require.
- Trent Academies Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

*This job description is a guide to the work that you will initially be required to undertake. It may be changed from time to time, in consultation with you, to meet changing circumstances. It does not form part of your contract of employment.*

<b>Person Specification</b>		<b>Cover Supervisor</b>
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>• educated to a good standard</li> <li>• English and Maths to GCSE grade C or beyond</li> </ul>	<ul style="list-style-type: none"> <li>• childcare or youth work qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• ability to work within a classroom setting</li> <li>• knowledge of a variety of ICT applications</li> <li>• experience of working successfully and co-operating as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>• knowledge of school systems and procedures</li> <li>• worked in a school /academy environment</li> </ul>
<b>Professional Values</b>	<ul style="list-style-type: none"> <li>• be sympathetic to the Academy's ethos and aims and meet the expectations of the leadership and governing body</li> <li>• establish and maintain good professional relationships with pupils, parents and colleagues</li> <li>• adopt a flexible approach to working</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrate a willingness to contribute to the life and development of the school</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• be confident in delivering lesson content to students</li> <li>• understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health &amp; Safety and inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• experience of working within classroom settings</li> <li>• Knowledge of different techniques to support student learning and behaviour</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• excellent organisational and time management skills</li> <li>• establish and develop appropriate relationships with pupils, parents, governors and colleagues</li> <li>• excellent communication skills, both verbal and written at all levels</li> <li>• promote a positive classroom environment</li> <li>• be able to work under pressure</li> <li>• be supportive in the classroom</li> <li>• be able to use initiative</li> </ul>	

<b>Personal characteristics</b>	<ul style="list-style-type: none"><li>• knowledgeable and highly competent</li><li>• punctual</li><li>• approachable and empathetic</li><li>• creative and enthusiastic</li><li>• organised and resourceful</li><li>• committed</li><li>• of smart appearance</li></ul>	
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**Signed:**

**PRINT NAME:**