**Job Description: Cover Supervisor**

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| **Post Details** |  |
| **School/setting:** | Twynham School and The Grange School federation |
| **Post type:** | Support Staff |
| **Grade/Pay Level:** | Grade 6 |
| **Weeks per year:** | Term Time plus INSET days |
| **Duration:** | Permanent |
| **Responsible to:** | Cover Manager (Twynham School) |

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| **Main Purpose** |
| To supervise and support students who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher.  To administer and supervise daily centralised detentions. |

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| **Duties and Responsibilities** |
| This is primarily a role based in a classroom or other learning environment. The primary purpose of the Cover Supervisor is to supervise and support students who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. Such work will have been set in accordance with the school policy.  Cover Supervisors will have high expectations of all students and respect for their social, cultural, linguistic, religious and ethnic backgrounds.  Main Responsibilities and Duties:   * To take sole charge of a group or class of students in the short term or unforeseen absence of their usual teacher * Registering attendance in accordance with school policy * Responding to any questions from students about process and procedures and the work that they are engaged in. Supporting student use of associated resources * Managing the behaviour of students whilst they are undertaking this work to ensure a constructive learning environment * Dealing with any immediate problems or emergencies according to the school’s policies or procedures * Collecting completed work and resources after the lesson and returning it to an appropriate teacher with comments on any learning issues arising and progress made * Reporting back as appropriate using the school’s agreed referral procedures on the behaviour of students during the lesson(s) and any issues arising * The Cover Supervisor will be required to apply degree of originality and creativity to the delivery of learning activities. This would include supporting and carrying out straightforward assessments in the classroom, such as marking. * Use the school MIS (Management Information System) to register students and inform relevant colleagues of attendance, behaviour and rewards. * Supervise students from years 7-11 in a centralised detention room from 3.15-4.15pm every week day. * Manage the behaviour of students in the detention room and facilitate the completion of specific tasks |

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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Knowledge, Skills and Attributes** |
| Essential:   * Minimum 5 GCSEs A-C including Maths and English (or equivalent) * A-level or equivalent Level 3 qualifications * Very good numeracy and literacy skills. * Experience of general clerical/ administrative work. * Training in relevant strategies in appropriate curriculum or learning area. * Ability to travel independently   Desirable:   * Experience of working in an education setting * Experience of working with relevant age groups within a learning environment. * Experience of working with children with additional needs. * Degree level qualification   Personal Attributes   * Aspirational for a career working with children potentially in teaching * High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people. * Highly emotionally resilient * An ability to inspire and relate well to the whole community. * An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals. * A team player who is comfortable in both providing and responding to professional challenge. * A commitment to and evidence of professional development of both yourself and others * A commitment to engaging with evidence and research to inform practice * Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach. * A sense of humour |

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| **Other Duties** |
| **School-specific**   * To support other senior leaders in the recruitment process where appropriate. * Provide accurate and timely reporting using effective tracking and monitoring systems. * To support the TL Performance Management and appraisal processes, being an appraiser for identified staff and ensuring that high standards of performance are both set and met in line with Trust policy.   **Trust- wide collaboration**   * To support the work of Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed in consultation with the post-holder. * Contribute to the TL Trust Excellence Strategy * To support the work of Two Rivers Institute which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the post-holder. * To promote actively the Trust’s corporate policies * To play a full part in the life of the Trust community, to support its vision, mission and values. * To comply with the school’s health and safety policy and undertake risk assessments as appropriate * To undertake any other duty as specified by STPCD not mentioned in the above   All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. |

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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** | |
| * TL = Twynham Learning * D&T = Design and Technology EHT = Executive Headteacher * DHT = Deputy Headteacher * AHT = Assistant Headteacher | MAT = Mutli-academy trust  TRI = Two Rivers Institute  HoD = Head of Department |