GORSE

Job Description

Post Title: Cover Supervisor
Grade: C1 SCP 12-17
Accountable To: Senior Assistant Principal

Job Purpose:
To support teaching staff across the Academy by providing classroom cover for short term absences.

Key Responsibilities:
- Provide classroom cover for teaching staff who are absent (covering short term absences).
- Maintain an orderly and purposeful environment in which students can complete work set by the classroom teacher/department.
- Implement the academy's behaviour system and all relevant school policies.
- Report back to the team leader on a daily basis.
- Invigilate internal and external examinations when required.
- Accompany visits and field trips as required.
- Fulfil any other reasonable task requested by the Principal.
- Lead extra-curricular activities.
- To work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate.
- To monitor and evaluate pupil responses to learning activities.
- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and any other matters.
- To undertake marking of pupils work that has predetermined answers and involves no element of professional judgement or assessment.
- Accurately record all achievement and progress.
- Promote positive values, attitudes and good behaviour, dealing promptly with conflict in line with established policy.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher.
- Administer and assess routine tests and invigilate exams/tests where required.
- Support the use of ICT in learning activities and develop pupils competence and independence in its use.
- To provide general clerical administrative support – administer course work to produce worksheets for agreed activities.
- Complete AM, Break, Lunch and PM supervisory duties as required by the Principal.
- Take responsibility for safeguarding and promoting the welfare of children and young people.

Personal Responsibilities:
- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.

- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and the successful completion of the trust's probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

The GORSE Academies Trust
c/o John Smeaton Academy, Smeaton Approach, Barwick Road, Leeds, LS15 8TA
T 0113 487 8888 | **E**: info@tgat.org.uk | **W** www.tgat.org.uk

GORSE

Person Specification

Criteria	Essential/ Desirable
Qualifications	**E/D**
GCSE Grade C/4 and above (or equivalent) in English and Mathematics.	**E**
High academic (vocational) qualifications.	**D**
Knowledge and Skills	**E/D**
Computer literate and word processing skills.	**E**
Ability to work on own and part of a team.	**E**
A passion for education and making a difference.	**E**
Excellent communicator.	**E**
Effective team member.	**E**
Friendly, calm, and unruffled disposition.	**E**
Ability to adapt to different abilities, key stages, subjects and situations.	**E**
Drive and determination.	**E**
Ambition.	**E**
Energy, enthusiasm.	**E**
Flexible approach to working.	**E**
Excellent interpersonal skills.	**E**
Willingness to contribute to the wider life of the Academy.	**E**
Experience	**E/D**
Experience of working with young people.	**E**
Continuous Professional Development	**E/D**
Evidence of commitment to Continuing Professional Development	**E**
Other Conditions	**E/D**
Enhanced DBS Clearance	**E**

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