

# Job Description

<b>POST:</b>	<b>Cover Supervisor</b>
<b>RESPONSIBLE TO:</b>	<b>Principal, under the day-to-day management of the Operations Manager</b>
<b>RESPONSIBLE FOR:</b>	<b>-</b>
<b>SALARY:</b>	<b>OCL Scale 4 SCP 7-11</b>
<b>LOCATION:</b>	<b>Oasis Academy Sholing</b>
<b>WORKING PATTERN:</b>	<b>37hrs per week, Term Time Only</b>
<b>DISCLOSURE LEVEL:</b>	<b>Enhanced Criminal Records Disclosure with Barred List Check</b>

## JOB PURPOSE:

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep students on task.

## SPECIFIC RESPONSIBILITIES:

- A. Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of staff to provide continuity of learning for students
- B. Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate
- C. Implement the Academy's Behaviour Policy including the issuing of rewards and sanctions within the Academy's guidelines.
- D. Record attendance, ensure the lesson begins promptly and that students are dismissed at the appropriate time in accordance with school policy.
- E. Collect any completed work after the lesson and return it to the appropriate teacher or Cover Manager as directed
- F. Report back as appropriate using agreed referral procedures on the behaviour of students during the class, and any issues arising.
- G. Complete Academy records relevant to cover supervision as required.
- H. Undertake the responsibilities of a Tutor and/or support the staffing resourcing of the Academy's [student exclusion/reflection] programme.
- I. Support the Cover Co Ordinator with the daily deployment of supply staff effectively to ensure best value for money, including provision of laptops and supply packs, supporting with the induction of new supply staff on their first visit to the school
- J. Provide classroom support or to assist with other activities around the school, including administrative duties, when no cover, supervision or invigilation is required

## GENERAL RESPONSIBILITIES

- Undertake administrative duties relevant to the role.
- Invigilate internal and external tests and examinations under formal conditions.
- To accompany staff and students on educational visits where required
- To provide general administrative support to the Academy when not actively deployed to provide "Cover"
- Subject to receiving appropriate training, contribute to the Academy's First Aid Provision
- To carry out any additional or alternative duties, commensurate with the grade at the discretion of the Principal.

## ORGANISATIONAL RESPONSIBILITIES

### Safeguarding children and young people

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- **To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits**
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities.
- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies.
- Review and develop own professional practice, maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

### OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in your Contract of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

# Person Specification

## Cover Supervisor

### Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

### Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Maths and English GCSE grade A* - C or Numeracy and Literacy Level 2 on the NQF or equivalent</li> <li>Level 3 NQF qualification</li> </ul>	<ul style="list-style-type: none"> <li>First Aid Certificate</li> <li>Studying or working towards a teaching qualification</li> </ul>
<b>Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English'</li> <li>Experience of using IT/ICT</li> <li>Experience of working in a secondary school or other educational establishment</li> <li>Experience of working in a care or pastoral role</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrable track record in supporting learning with students</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Excellent organizational skills</li> <li>Ability to encourage and motivate learning with high expectations of behaviour</li> <li>Good interpersonal skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• High level of discretion and confidentiality</li> <li>• Reliability, motivation, adaptability and resilience under pressure</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with children and young people and their families</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> <li>• Willingness to undertake appropriate First Aid training to contribute to the Academy's First Aid provision.</li> </ul>	
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