

BTC Trust

Cover Supervisor.



**Cover Supervisor.**  
**Grade: Band 05, Scale 07.**

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

**Students come first:** First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

**We are team players:** Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

#### **Our values**

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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### Core Purpose

To supervise whole classes during the short-term absence of teachers; invigilate exams and accompany staff and pupils on educational visits.

### Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

The Cover Supervisor will give instructions for the lesson as provided by a teacher. The primary focus will be to maintain good pupil behaviour and keep pupils on task.

The Cover Supervisor will respond to general questions and provide feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording or reporting of achievement, progress and development of pupils work).

- There will be a requirement also to provide administration support of curriculum areas and general pastoral work when not supervising pupils.
- Supervise Year 7 to Year 11 pupils.
- Supervise the work of whole classes set by their subject teacher in their absence.
- Support learning activities with pupils across the range of abilities.
- To register and record pupil attendance in lessons.
- To answer pupil queries about process and procedures relating to the lesson and work set.
- To manage pupil behaviour ensuring a constructive, safe learning environment. Deals with conflict and incidents in line with the Academy policies.
- Collects completed work after the lesson, returning it to the appropriate teacher.
- Provides feedback as appropriate using the Academy's referral procedures about pupil behaviour during class and any issues arising, to the class teacher/Head of Department or Senior Leadership Team.
- Assists with other activities relating to the supervision of pupils e.g. exam invigilation, escort pupils on trips/to college, support teachers in the classroom.
- Provide administrative support to curriculum areas e.g. classroom displays, filing pupil data. (It is anticipated that the majority of the role will involve in-class supervision).
- To be responsible for the health and safety and welfare of themselves and others
- To be responsible for the safeguarding and promotion of the welfare of children.
- To attend mandatory training, for example, related to child protection.
- To be a team player and contribute within own capabilities towards the Academy.
- The post-holder may from time to time be required to carry out other duties commensurate with the role.
- The post-holder will provide cover with exam invigilation, training will be given
- The post-holder will administer first aid where required, full training will be given.

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Other Duties
<ul style="list-style-type: none"><li>• To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses</li><li>• To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.</li><li>• Responsible for the health and safety of themselves and others</li><li>• Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues</li><li>• To be a team player and contribute towards the vision, culture and ethos of the Trust</li><li>• From time to time you may be required to carry out other duties commensurate with the role.</li></ul>

### Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	GCSE grade C in English and Maths or equivalent  ICT skills and numeracy skills.  To be a team player and contribute within your own capabilities towards the Academy vision	
Knowledge/Skills	Excellent interpersonal and communication skills required to maintain a good, safe working environment in the class to support effective learning and supervision of pupils	

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	The ability to build relationships with the staff and students within the Academy	
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