

Job Description

Position: Cover Supervisor/Admin

Responsible to: The Principal

Responsible for: Undertaking all administration in relation to ensuring supply cover across the Academy and covering classes or other activities to support teaching and learning. Ensuring students carry out curriculum tasks set by the teacher with whole classes, individuals or small groups of students.

Grade: CLF8

About the Cabot Learning Federation

The Cabot Learning Federation is a diverse Multi-Academy Trust (MAT) in the South West. We are proud to serve 18,000+ pupils who all attend ten secondary academies, seventeen primary academies, an all through provision, a studio school, a discrete Post 16 provision, two alternative provision schools and three SEMH special schools.

CLF is committed to fostering an inclusive and equitable workplace. As an Equal Opportunity Employer, we embrace diversity and proudly serve a wide range of students and communities. We actively encourage applications from individuals belonging to underrepresented groups, including those of diverse ethnicities, genders, gender identities, ages, abilities, sexual orientations, religions and backgrounds.

We take pride in being an integral part of diverse communities in the region, and we celebrate the richness of cultures, faiths and backgrounds among our students. Our goal is to create a curriculum that is responsive to the unique needs and interests of all our pupils, reflecting the diverse tapestry of their backgrounds and experiences. Join us in building an environment where everyone's contributions are valued and respected.

Hanham Woods Academy is a secondary school located within the outskirts of Bristol and South Gloucestershire, delivering education to pupils aged 11-16. It is one of the most improved academies in the South West, providing an excellent education to over 800 students. The academy has a growing reputation both locally and regionally.

Whilst we appreciate the unique setting in which the academy is placed, we work hard to challenge students from a variety of backgrounds to be the best they can be in all areas of life. Our mission here is simple: we want to give people the best chance of success, underpinned by our ethos of Dream Big, Work Hard, Be Kind. We want students to 'climb the mountain' in order to achieve success both academically and by developing a confident, resilient and hard-working character.

Job Summary

Will supervise whole classes and/or small groups during the short term absence of the timetabled class teacher, whether planned or un-planned absence. Ensure students carry out the curriculum tasks set by the absent teacher, assisting them to understand the nature of the work set, managing student behaviour and minimising the impact of the teacher's absence on their learning.

Primary Duties and Responsibilities

Relationships

- Establish strong and productive relationships with outside agencies, engaging appropriately qualified supply staff to cover absences and temporary vacancies.
- Supervise specific classes or other appropriate tasks as directed by the member of staff responsible for organising cover, work collaboratively to ensure lessons are adequately covered.
- Establish productive working relationships with teaching staff, pass on work completed and provide useful feedback upon the teacher's return regarding the progress of the students during the lesson and report any significant information to assist continuity of teaching provision for that class.
- Establish constructive working relationships with students, set and re-enforce high expectations for students' achievement, behaviour and attitude to learning, promoting high aspirations, self-discipline and independence.
- Deal with any Child Protection disclosures or pastoral concerns sensitively and in line with Safeguarding policy and procedures.
- Cover classes or other activities to support teaching and learning. Ensure students carry out curriculum tasks set by the teacher with whole classes, individuals or small groups of students.
- Support students, responding to their individual needs and promote the inclusion and acceptance of all students in the classroom.

People Management

- Managing the administration of cover ensuring that all classes of absent teachers are covered by external agency supply staff (or internal staff for emergency cover).
- Act as the main point of contact for any problems that may occur in relation to cover.
- Allocate classes to both cover supervisors and supply teachers, ensuring they have all the information they need for each lesson.
- Provide support and guidance on the Academy's policies and expectations to supply teachers to enable them to cover lessons more effectively and in line with the Academy's ethos.
- Manage student behaviour in accordance with Academy policy to ensure a constructive learning environment.
- Monitor and evaluate students' progress and responses to learning activities through observation and recording of achievement.

Resource Management

- Maintain accurate data records on SIMs and other systems such as logging attendance, recording behaviour marks and documenting student progress.
- Manage all aspects relating to timesheets for supply staff and invoicing of agencies.

- Ensuring Letters of Assurance are in place for all supply staff and liaising with agencies in relation to this.

Decision Making

- Proactively allocate appropriate cover for known absences.
- Manage daily unknown absences providing appropriate cover internally or via external agencies.
- Assimilate, understand and deliver cover work as set by teachers.
- Be proactive where work instructions are unclear or insufficient and liaise with appropriate staff where work hasn't been set.
- Take account of the diversity of the student cohort in every lesson and be aware of the needs of all students, provide feedback to students in relation to progress and achievement.
- Deal with any immediate problems or emergencies, in the absence of the teacher, according to the academy's policies and procedures.

Work Demands

- Be able to think on your feet and use own initiative to deal quickly and effectively with unforeseen changes and situations as they arise.
- Promote good pupil behaviour, deal promptly with conflict and incidents in line with Academy policy and encourage pupils to take responsibility for their own behaviour.
- Communicate confidently and effectively with students to ensure that lesson objectives are met.
- Undertake other appropriate tasks such as cover for Teaching Assistants and supporting educational visits as required.

Physical Demands

- Normal physical effort required.

Working Conditions

- Work is mainly classroom based within the Academy.
- Be responsible for the organisation, setting out, clearing away and care of learning resources as well as ensuring the classroom is left in good order to create a purposeful and attractive learning environment.

Accountability

You are accountable to, and will report to the Principal as appropriate. You are expected to set the highest personal standards of performance for yourself, and with the support of your line manager, you are responsible for ensuring your own learning and development by way of work-based and /or

other methods of study. Success will be measured through: Performance achievement of individual targets within the annual Appraisal process.

General notes

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so. Your role will play a significant part in the monitoring of highlighted students as part of the safeguarding process. An enhanced DBS disclosure is required by all staff. This role involves working with children on a daily basis and is therefore in regulated activity. Details of our Child Protection & Safeguarding Policy can be found here > <https://clf.uk/governance/policies/>"

General Expectations

Behaviour Expectations

- Maintain **High expectations** in all we do, ambitious for ourselves, our communities, and our environment.
- Create **Equity** of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.
- Champion the success and life chances of **All children**.
- Furnish pupils and staff with the **Resilience** to succeed as lifelong learners.
- Harness our **Togetherness** to achieve more, collaborating proactively in the seamless unity.

Expectations of Jobholder

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual as well as individual academy policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.
- The Academy is a designated non-smoking site.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Signed:

Name:

Date: