

Support Staff Job Outline and Person Specification

Position Title	Cover Supervisor
Location	Okehampton College
Reporting to	Cover Manager
Job Term	Part-Time
Hours	30 hours per week / 38 weeks per year
Work Pattern	Monday to Friday, 8.30am to 3.30pm. However, part-time posts will be considered
Grade	D £13,473
Organisation	Dartmoor Multi Academy Trust
Effective date of JD	As soon as possible.

There are 17 schools within Dartmoor Multi Academy Trust, 3 secondary and 14 primary schools.

On appointment, your main place of work will be at Okehampton College but you may be required to work at any other premises occupied by the Employer or any of the Employer's Academies within Devon as directed by the Employer.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

- The main purpose of the job is to work under the guidance of the teaching/senior staff and within an agreed system of supervision.
- To supervise whole classes during the short-term absence of teachers and to respond to questions and generally assist pupils in undertaking set activities when fulfilling this supervisory role.
- To provide classroom support for teachers, exam invigilation, library and undertake administrative duties as directed by the Line Manager.

Main duties and responsibilities:

To support the assigned teacher of the class by:

- Supervising classes during pre-planned learning activities, which have been set in accordance with the College policy i.e. tasks that are relevant to the age group and point reached in the curriculum to assist with continuity.
- Collecting finished work as necessary and returning it to the appropriate teacher
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with College policy and encouraging pupils to take responsibility for their own behaviour.

- Reporting, as appropriate, using the College's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work
- Providing clerical/administrative support e.g. photocopying, typing, filing, administration of course work etc.

To support students by:

- Responding to students' questions and providing general guidance or advice about process and procedures.
- Establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour.
- Promoting the inclusion and acceptance of all students within the classroom.
- Promoting independent learning where appropriate.
- Working consistently whilst recognising and responding to individual student needs.
- Encouraging pupils to interact and work co-operatively with others.
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance.

Support the Curriculum by:

- Helping students to access pre-planned learning activities.
- Ensuring that any pre-determined equipment and resources are available to students.

Support the College by:

- Being aware of and complying with College policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to the appropriate person.
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the College.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

You should note that a duty of confidentiality applies to all personal data they see prior to their first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers' contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

All schools in Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	No line management responsibility.		
Experience	Proven experience of working in an educational environment or with young people.	Experience of supporting teaching staff in the development and education of pupils, including the provision of specialist skills and knowledge.	
Practical Skills	- Ability to provide classroom cover in the absence of the class teacher. - Excellent interpersonal skills with the ability to interact effectively and professionally with young people and colleagues. - Excellent literacy, numeracy and ICT skills. - Excellent administrative and organisational skills. - The ability to work within College policies, procedures and expectations. - The ability to prioritise workloads and to work to given deadlines.	- A knowledge of the Key Stages 3 to 5. - Knowledge of different learning styles and learning needs. - Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs. - The ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective practice.	
Communication	- Excellent communication skills. - Confident verbal communicator with the skills to communicate with students of all ages and abilities in order to improve their learning and achievement.		
Personal Qualities	To be a good role model.		

	◦ To follow College expectations with regards to professional behaviours. ◦ The ability to work collaboratively as a member of a team. ◦ The ability to remain calm and to cope with unexpected situations. ◦ Excellent attendance and time keeping record. ◦ Reliable, honest and trustworthy. ◦ Positive, Energetic, enthusiastic and committed. ◦ Willingness to participate in further training and developmental opportunities.		
Technology / IT Skills	◦ Excellent IT skills, with a working knowledge of Microsoft software packages.		◦
Education and Training	◦ Minimum of 5 GCSE Grade A*-C, (4 -9) including English and Mathematics, or equivalent qualification.	◦ NVQ Level 3 Teaching Assistant or equivalent. ◦ Further / Higher education qualifications. ◦ PGCE.	◦
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where necessary.		◦ Occupation Health Pre-Placement Health Check.
Equal Opportunities	◦ Dartmoor Multi Academy Trust is an equal opportunities employer.		