

**SUPPORT STAFF
JOB DESCRIPTION**

ROLE TITLE	Cover Supervisor
GRADE / SCALE POINT – SALARY	Grade 4 SP 9-12
REPORTING TO	Cover Manager

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

- To provide high quality delivery of lessons by following the Castle Manor Way and 10 Steps to Excellence
- To ensure high standards of student achievement in lessons.
- Providing feedback to teachers on the learning in cover lessons
- General support of other aspects of work in the Academy, such as assisting with exam cover and maintenance of student records.

KEY TASKS & RESPONSIBILITIES

RESPONSIBLE FOR

- Creating a positive learning environment in which to lead and support students in their learning during teacher absence as outlined in the Castle Manor Way and 10 Steps to Excellence
- Supporting and supervising individual students as required by the school
- Smooth running of cover allocated and provision.

KEY FUNCTIONS:

- Leading, coaching and supervising students while they complete work that has been set by an absent teacher or other member of the teaching staff.
- Managing student behaviour according to the Castle Manor Way in order to create a positive, purposeful working environment in the classroom.

SPECIFIC RESPONSIBILITIES:

- Working with teaching staff to store and ensure provision of cover lessons accessible on the user shared area
- To help with the preparation of work for supervision where possible
- To supervise, coach and lead classes as allocated and organise the delivery of work left for students.
- To report back to the Teacher regarding the progress made during the lesson using the cover feedback form.
- To manage and organise work and associated books and materials when covering a short term absence.
- To liaise with line manager for appropriate deployment to support the school during quieter times.
- To assist with filing of student documentation.
- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum.
- Attend and contribute to meetings relevant to the work of a Cover Supervisor as directed by the line manager
- Support and supervise individual or small groups of students where required
- Supporting general Academy activities and events
- Be a trained first aider as part of the first aid team
- Undertake other reasonable duties as directed by the Headteacher

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Literacy and Numeracy	<ul style="list-style-type: none"> •• • Good levels of literacy and numeracy • Able to use basic ICT software • Able to follow policies and procedures and maintain appropriate records 	<ul style="list-style-type: none"> • Level 2 (GCSE or equivalent) Mathematics and English
Personal Qualities	<ul style="list-style-type: none"> • Enjoy working with children and young people and be able to set high standards 	

	<ul style="list-style-type: none"> • Hard working • Team player • Effective communicator and professional in dealings with colleagues • Enthusiastic about education and committed to the development of young people • Very flexible • Eager for further development • Committed to a firm but fair approach to discipline • Calm in adversity 	
Level of Autonomy	<ul style="list-style-type: none"> • Able to work without immediate supervision 	