

# CHANTRY ACADEMY

## JOB DESCRIPTION



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| <b>TITLE:</b>          | Cover Supervisor   |
| <b>HOURS:</b>          | 35 hours per week for 39 weeks per year<br>8.00am to 4.00pm daily (includes an entitlement to a daily one hour unpaid break) |
| <b>GRADE:</b>          | Grade E, Point 12 - 15   |
| <b>RESPONSIBLE TO:</b> | Executive Headteacher, via the Data Manager and Lead Practitioner for English  |
| <b>EFFECTIVE FROM:</b> | November / December 2021   |

**Chantry Academy Vision** – to provide learning that ensures everyone has the skills to be **Versatile**, the opportunities to exceed their **Aspirations**, the knowledge to be **Learned**, the empathy to be **Understanding**, the enthusiasm to be **Engaged** and the encouragement to be **Determined**. Our community is always **VALUED**.

### **Generic Staff Requirements:**

Be committed to working as part of a cohesive, supportive and forward-thinking team which has a shared vision to -

- Raise student attainment so that all students successfully progress through the school to further and higher education and quality employment
- Place the Academy and its facilities and resources at the heart of the community it serves.
- Model the highest professional standards to students in all aspects of the role
- Ensure that the personal and social development of students results in responsible and active citizens graduating from the Academy
- In collaboration with others, review the impact of actions taken and respond accordingly
- Play a role in the effective implementation of the school's safeguarding and equal opportunities policies

### **Core Purpose and Scope**

To provide cover for teaching staff to enable teachers to carry out their professional duties, training and development and to provide cover for short term absences.

To enable the more effective use of supply cover. To minimise the disruption caused by teacher absence on the continuity of the education of the students.

To support staff with clerical/technical skills.

### **Main duties and responsibilities**

- Under the professional direction of the teacher to implement set work, monitor students and report on progress and any other relevant issues usually in the following circumstances
  - short term sickness
  - professional development
  - performance management
  - pupil/parent meetings
  - other agreed absence

This would include:

- Providing written and verbal feedback (where applicable) as to how students have progressed and behaved in lesson, or any other feedback requested/directed by teaching staff.
- Whilst in lessons provide students with instructions and support to carry out the tasks provided by the regular teacher.
- Encourage students to work independently, in pairs or in groups as guided by the teacher and using a set of pre-set resources.
- Maintain discipline and order in the classroom to ensure learning is not disrupted.
- Whilst in lessons provide support to students with specific learning needs.
- Maintaining and updating knowledge of students with specific learning needs in preparation for cover lessons.
- Collecting work from students for marking/reviewing by regular teachers, ensuring all of the teacher's criteria have been fulfilled.
- Ensuring students are aware of learning objectives and outcomes of the lesson.
- Carrying out any other directions in line with teacher's directions and/or academy policies relevant to the lesson covered.
- Maintaining a flexibility in the occurrence of short notice cover/and or demands of the daily academy needs.

### **Additional duties**

- When not required to cover teaching staff,
  - provide cover for learning support staff or
  - provide additional learning support to students or
  - provide cover in departments with Technician and/or Administrative duties.
- Provide support to students and teaching staff by attending coursework catch up sessions and supporting where appropriate.
- Follow the academy behaviour policy, including issuing detentions to students, supporting students with their learning needs and strengthening and restoring relationships.
- To provide support and assistance in exam supervision.
- Under the direction of the lead teacher, accompany groups of students on academy trips, ensuring the health and safety of those students.
- Tutor - to provide cover for absent colleagues during tutor time and support students as required. This would include (as applicable):
  - Register students each morning, adhering to attendance guidelines and policies.
  - Provide students with feedback if they are not maintaining the expected level of learning behaviours.
  - Liaise with Head of Year and Pastoral Manager regarding concerns
  - Support tutors, providing cover in their tutor time absence and support with students as required.
  - Assessing and recording behaviour on Go4schools and through report cards in line with academy policies.
- To respond to current and changing guidelines brought about during the pandemic. This could include supporting colleagues in the delivery of lessons online.

### **Training**

- To engage fully in all training and development opportunities – including Safeguarding, PREVENT, SchoolSafe, e-Safety.

*All post holders are accountable through the Academy Appraisal Policy.*

This job description is not necessarily a comprehensive definition of the post. Other tasks may therefore be added by negotiation. These include tasks which the Executive Headteacher may reasonably require from time to time and/or others about which the post holder is enthusiastic and is in keeping with the aims and objectives of the Academy.

The Executive Headteacher and Governors are all committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. We ensure safer recruitment procedures are effectively in place, and DBS checks or police vetting will be required for all posts.