

Job Description

Cover Supervisor

Accountable to: Cover Manager

Core Purpose:

To supervise whole classes across the curriculum and undertake duties as required covering short and long term absences within the Trust generally. Cover supervisors will give instructions for the lesson, support student learning and maintain good behaviour and discipline.

Key Responsibilities:

Teaching & Learning

1. To supervise students while they are engaged in learning activities and deal with immediate problems and emergencies.
2. To liaise with the teachers, subject leaders and senior leaders and other appropriate staff with regards to activities and duties to be carried out.
3. To coach and mentor students to build their self esteem.
4. To register all cover classes sending information via MIS system or by hand to the Attendance team.
5. To be aware of particular students specific needs.
6. To build, and maintain successful relationships with students, communicating effectively, sensitively and empathetically in order to motivate them and support their learning.
7. Use behaviour management strategies, in line with the academy's policy, ethos and procedures, which ensure a purposeful calm learning environment and promote positive behaviour and improve independent working.
8. Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of students.
9. Organise the collection of student work activities to be completed during cover period from Departments/Cover Manager and the subsequent collation of completed work back to the Department.
10. To develop and maintain a bank of materials to support cover work, where no work is available.
11. To ensure classrooms are left tidy and all resources in them are effectively managed and accounted for.
12. Deliver local and national learning strategies where appropriate e.g. literacy and

numeracy.

13. Support, use and promote the use of ICT and new technologies effectively to support learning activities and develop student's competence and independence.

Administrative Duties

1. To input data on to the academy's management information systems as required.
2. To prepare learning materials where required.
3. Collect and collate work for externally and internally excluded students as required.
4. Provide clerical/admin support if required.

Professional Issues

1. To undertake ongoing training and development and participate in whole school annual performance management.
2. Establish productive working relationships with students and staff, acting as a role model and setting high expectations.
3. To improve own practice through observation, evaluation and discussion with colleagues.
4. To adhere to professional and staff codes of conduct at all times.
5. As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
6. To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.
7. To be aware of and comply with all Academy policies and procedures and staff codes of conduct.
8. To carry out any other duty as may reasonably be requested by the Principal or line manager.

Other

1. Participate in general student supervisory duties where requested.
2. During examination periods work with the wider staff support team in helping students requiring additional help e.g. as an amanuensis.
3. To invigilate exams/tests where required.

4. Where appropriate, to attend events and meetings outside normal working hours.
5. Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views, bullying or harassment.
6. Organise and manage safely the learning activities, the learning environment and resources for which they are given responsibility.
7. Accompany groups of students on Academy trips ensuring their health and safety.
8. Respecting confidential issues linked to students and staff work and home and keeping confidences as appropriate but within safeguarding policy parameters.
9. To reward students for good work and progress.
10. To work flexible hours as may be required.

Person Specification

Cover Supervisor

Attribute	Essential	Desirable
Qualifications / Training:	<ol style="list-style-type: none"> 1. Good general education including 5+ A*-C grades at GCSE or equivalent preferably including A*-C grades in English language and Maths or HLTA status. 2. High-level ICT competencies 	<ol style="list-style-type: none"> 1. Level 3 (A Level) qualifications or access course to degree or degree 2. Evidence and a track record ongoing training and development, particularly in SEN. 3. ICT qualifications 4. Amanuensis trained 5. Basic First Aid training certificate
Experience:	<ol style="list-style-type: none"> 1. Prior experience of working in a cover capacity in a school/academy with aged 11-18 students. 2. Evidence of successful management of student behaviour 3. Ability to demonstrate sufficient knowledge and understanding in literacy or numeracy to progress students learning. 4. Working as part of a team. 5. Familiarity with Academy curriculum and main teaching strategies. 	<ol style="list-style-type: none"> 1. Understand statutory SEN frameworks including Code of Practice 2. Know how to advance students progress through ICT 3. Understanding of Child Development and learning processes
Knowledge, Skills and Abilities	<ol style="list-style-type: none"> 1. Understanding of principles of child development and learning process. 2. Flexible, patient, positive person 3. Understand key factors that can affect the way students learn 4. Ability to relate well to young people and adults 5. Able to build positive and maintain good relationships with all colleagues and stakeholders. 6. Knowledge of behaviour management policies and ability to apply a range of strategies to 	

	<p>deal with classroom behaviour as a whole, and also individual behavioural needs ;so as to contribute to establishing a purposeful learning environment.</p> <ol style="list-style-type: none"> 7. Ability to gain respect of students through manner of confidence and authority. 8. Good communication and interpersonal skills including good verbal, written and presentational skill. 9. Ability to take the initiative,work independently and as part of a team 10. High expectations of oneself and others 11. Ability to think, work creatively, calmly and flexibly whilst working with close attention to detail and under pressure. 12. Personal integrity, commitment to fairness and equity. 13. Ability to empathise ,be considerate and give sensitive constructive feedback 14. Excellent interpersonal skills and ability to communicate well 15. Ability to demonstrate and promote positive values, attitudes and behaviour 16. Demonstrable experience of excellent organisational skills 17. Ability to critically evaluate own performance amd make necessary changes to be more effective. 	
General:	<ol style="list-style-type: none"> 1. Willing to work negotiated flexible hours as appropriate 	