



Cover Supervisor (Learning Manager)

Salary / grade range	C1 SCP12 - SCP17 £22,183 - £24,491 FTE (Actual salary for TTO £18,888 - £20,854)
Contract	Permanent, 37 hours per week, term time only + 5 days
Location	Co-op Academy Priesthorpe, Priesthorpe Lane, LS28 5SG
Reports to	Exams, Cover & Curriculum Officer / Faculty Leader

Purpose of role:

Provide supervision of students across Key Stages 3 and 4 in the short-term absence of teaching staff. Support teaching staff in specific curricular areas and assist with break and lunchtime supervision.

Key accountabilities (and specific duties / responsibilities):

Specific Responsibilities

- Supervise cover lessons where the work has been prepared by a qualified teacher. Select and use a range of different learning resources and equipment.
- Undertake the marking of pupils' work which has predetermined answers and that involves no element of professional judgement or assessment.
- Accurate recording of achievement/progress.
- Contribute to the development of learning strategies to help raise achievement.
- Research, prepare and coordinate resources to support teaching and learning.
- Manage pupil behaviour in the classroom and on academy premises; apply 'Priesthorpe Pathways' consistently.
- Invigilation of exams and tests as required.
- Provide general administrative support to specific subject departments and faculties, as required.
- Participate in team and whole staff meetings.
- Attend Meet Your Coach days and engage in purposeful, productive dialogue with pupils and parents/carers.
- Promote a stimulating learning environment which encourages high expectations from both staff and students.
- Undertake pastoral duties, such as the role of coach, and supporting pupils.



- Support the implementation of whole school practice in curricular and pastoral areas.
- Ensure Health and Safety procedures are adhered to.
- To perform other reasonable tasks as required by the Line Manager.

Management (implementation) including Performance Management

- Be accountable for own performance management, setting challenging objectives/targets in line with the academy priorities and to develop best practice.
- Maintain up-to-date knowledge of relevant academy systems and policies.
- Support the implementation of the Trust's Performance Management policy.

Monitoring

- Actively monitor systems to achieve efficiency and value for money.
- Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).

Evaluation

- Evaluate impact of resources and systems.
- Contribute to the evaluation of impact of CPD on quality of Teaching and Learning across the academy.

Other

- Responsible for a student coaching group.
- Priesthorpe expects all employees to uphold the duty to safeguard and promote the welfare of learners.

Strategic Direction and Development

The post holder will be expected to support the development and progress of the academy, its students and staff. All staff are expected to:

- Facilitate open and clear lines of communication with all stakeholders.
- Contribute to the academy's development and implementation of policies, including inclusion.
- Support all staff in achieving the academy's priorities and targets.
- Ensure parents are well informed about the academy and their child's progress.
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
- Promote an inclusive environment and support the development of strategies to improve attendance.



Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

- Follow the academy's quality assurance processes.
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
- Promote an inclusive environment and support the development of strategies to improve attendance.

Integrity

We expect our students, staff, parents and governors to act with integrity at all times. Day to day, this means courteous and positive communications with each other, always being honest with themselves and others, and representing themselves and the academy *at all times* in a truly positive way. This forms part of our ethos.

Our Policies

The postholder will fully support and champion, Child Protection, Equality and Diversity, Safeguarding and the Prevent agenda at all times, as appropriate.

Effective Deployment of Staff and Resources

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to take advice on establishing priorities for expenditure and the cost effective use of resources; work within the academy's Quality Assurance framework.

NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications - GCSE in English and Mathematics at grade C or above - Level 3 or above qualifications	Desirable	A A
Experience - Use of relevant ICT software packages - Relevant experience in a school setting	Desirable	A A, I
Skills, Ability, Knowledge - Ability to interact positively with students and staff - Knowledge of SIMS - Ability to use ICT and other technologies to enhance the quality of teaching and learning - Ability to use initiative and have problem solving skills - Relate to young people - Communicate effectively with students, parents and other colleagues - Work under pressure - Clear understanding and application of Restorative Practice principles - Take initiative and work independently - Work to high levels of accuracy - Prioritise and plan to ensure completion of tasks	Desirable	A, I A, I A, I A, I A, I A, I A, I A, I A
Personal Qualities - Willingness to keep up-to-date with CPD - Is committed, resilient, robust and resourceful - A record of reliability and integrity - Demonstrates fairness, honesty and integrity in their existing practice and conduct as a professional		A, I A, I A A, I



• Humour, optimism and ambition • Willingness to participate in further training and CPD • Able to understand and be committed to equal opportunities for all members of the academy community • Co-op Academy Priesthorpe expects all employees to uphold the duty to safeguard and promote the welfare of learners		A, I A, I A, I A, I
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This post is subject to an enhanced DBS check and two satisfactory references. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.