

Bridgwater and Taunton College Trust

Cover Supervisor.



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Grade: BTCT Scale 7, Band 05.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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Core Purpose

To supervise whole classes during the short-term absence of teachers; invigilate exams and accompany staff and pupils on educational visits.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- The Cover Supervisor will give instructions for the lesson as provided by a teacher. The primary focus will be to maintain good pupil behaviour and keep pupils on task. The Cover Supervisor will respond to general questions and provide feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording or reporting of achievement, progress and development of pupils work).
- There will be a requirement also to provide administration support of curriculum areas and general pastoral work when not supervising pupils.
- Supervise 11 – 16-year-old pupils
- Supervise the work of whole classes set by their subject teacher in their absence.
- Support learning activities with pupils across the range of abilities.
- To register and record pupil attendance in lessons.
- To answer pupil queries about process and procedures relating to the lesson and work set.
- To manage pupil behaviour ensuring a constructive, safe learning environment. Deals with conflict and incidents in line with the Academy policies.
- Collects completed work after the lesson, returning it to the appropriate teacher.
- Provides feedback as appropriate using the Academy's referral procedures about pupil behaviour during class and any issues arising, to the class teacher/Head of Department or Secondary Leadership Team.
- Assists with other activities relating to the supervision of pupils e.g. exam invigilation, escort pupils on trips/to college, support teachers in the classroom.
- Provide administrative support to curriculum areas e.g. classroom displays, filing pupil data. (It is anticipated that the majority of the role will involve in-class supervision).
- To be responsible for the health and safety and welfare of themselves and others
- To be responsible for the safeguarding and promotion of the welfare of children
- To be a team player and contribute within own capabilities towards the Academy
- The post-holder may from time to time be required to carry out other duties commensurate with the role

Problem Solving and Creativity

- Excellent interpersonal and communication skills required to maintain a good, safe working environment in the class to support effective learning and supervision of pupils within the context of the Academy Behaviour Policy and procedures e.g. to diffuse disruptive/challenging behaviour.

Decision Making

- Will follow the school policies and behaviour procedures deciding how and when to apply a range of supervision/behaviours strategies ensuring that pupils are undertaking the work set by the classroom teacher and that they are behaving in an appropriate way, and not compromising the welfare, Health and Safety of themselves and others.

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- Decisions will have to be made immediately with more complex or controversial decisions being referred to a senior member of staff.

Relationships

- Has no direct supervision of staff
- Has regular contact with staff
- Compliance of data protection and confidentiality relating to all student data. Frequent contact with staff teaching/pastoral and support staff to receive and provide information and guidance about work set, pupil behaviour, conduct and attendance.
- There is frequent contact with pupils to supervise and direct their learning and control their learning environment.

Physical Working Conditions

- Works within normal Academy environment with use of ICT equipment. The work is undertaken in offices/workshops/classrooms and computer suites.
- There will be involvement in external Academy activities and educational visits for which risk assessments will be undertaken.
- Most of the day will be spent sitting or standing.
- There are physical risks associated with intervention in incidents of challenging behaviour, including aggression, verbal abuse from pupils who may have psychological needs or who display disruptive tendencies.

Knowledge, Skills and Experience

- To be a team player and contribute within your own capabilities towards the Academy vision.
- Appropriate Education level would be grade C, GCSE in English and Maths.
- ICT skills and numeracy skills.
- The post holder will supervise pupils within a wide range of ages and abilities, they will be responsible for maintaining good behaviour and discipline to ensure effective learning takes place but without the opportunity to engage directly with pupils in their learning activities. This may make the establishment and maintenance of a productive relationship with pupils more difficult than it would be for teaching staff.

Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

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Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	Education level would be grade C, GCSE in English and Maths. ICT skills and numeracy skills. To be a team player and contribute within your own capabilities towards the Academy vision.	Experience of working with children of relevant age
Knowledge/Skills	Excellent interpersonal and communication skills Well organised, self-motivated and hardworking	Good IT skills and able to use ICT effectively to support learning Ability to be self-reflective and a willingness to seek learning opportunities