

Job Description - Cover Supervisor

Location	LEO Academy Trust - school site
Job Title:	Cover Supervisor
Reports To:	Principal and Vice Principal
Grade:	NJC 4/5 (scale points 7-15)
<p>Role Summary:- A Cover Supervisor will provide supervision of classes across the curriculum in the event of the absence (planned or unplanned) of the teacher, ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment.</p> <p>Employment Duties: This job description is to be carried out in accordance with agreed school policies.</p>	
<p>Key Tasks and Activities-</p> <ol style="list-style-type: none"> 1. In the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in learning activity that has been set by a teacher. 2. To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school policy 3. To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills. 4. To liaise with teachers / other relevant staff with regard to work set for a class, and ensure you are suitably equipped and informed to be able to effectively supervise the assigned lesson. 5. To feedback to the class teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered lesson(s). 6. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans. 7. To support the maintenance of an activity bank, contributing general activities as appropriate, and drawing upon this in the event that pupils complete the pre-set work more quickly than expected, in order to ensure that pupils are engaged in constructive activity. 	

8. To contribute to the development and review of relevant policies (e.g. Behaviour Management).
9. To undertake pupil registration of a class, as required.
10. To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
11. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
12. To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences. You may be asked to cover across a range of year groups.
13. To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment.
14. To undertake administrative duties relevant to the role.
15. To invigilate internal and external tests and examinations under formal conditions.
16. When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school, in accordance with the duties of other similar or lower graded jobs for which they are suitably skilled / qualified.
17. To undertake any other duties as may reasonably be directed by the Principal.

General Information

<p>Equality of Opportunity</p>	<p>As a staff member of LEO Academy Trust you will-</p> <ul style="list-style-type: none"> ● Take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. ● Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
<p>Confidentiality and Data Protection</p>	<ul style="list-style-type: none"> ● Treat all information acquired through employment, both formally and informally, in strict confidence. ● Be aware of the Trust's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

<p>To contribute as an effective and collaborative member of the School team</p>	<ul style="list-style-type: none"> ● Carry out any other duties as reasonably required. ● Participate in the ongoing development, implementation and monitoring of the school development plan. ● Attend regular meetings as required and make a positive contribution during meetings.
<p>Child Protection</p>	<ul style="list-style-type: none"> ● Be aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

Agreed by: Date

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO/ Director of Education to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description may be amended at any time after consultation with the post holder.

Personal Specification - Cover Supervisor	Essential (E) Desirable (D)	How This is Demonstrated
<p>Qualifications</p> <p>A minimum of an NVQ 3 in Supporting Teaching and Learning, or equivalent,</p> <p>Level 2 qualifications in maths/numeracy and English/literacy OR</p> <p>Able to demonstrate competency in literacy and numeracy equivalent to level</p>	<p>E</p> <p>E</p> <p>E</p>	<p>App/Doc/</p> <p>Ref</p> <p>App/Doc</p>
<p>Knowledge and Experience</p> <p>Experience of working with students in a formal setting without immediate supervision.</p> <p>Knowledge of child protection and health and safety procedures.</p>	<p>E</p> <p>E</p>	<p>App/Int/ Ref</p> <p>App/Int/ Ref</p>
<p>Skills/Attributes</p> <p>Ability and willingness to undertake professional development.</p> <p>Good interpersonal skills.</p> <p>Empathy with children and young people.</p> <p>Ability to effectively manage pupil behaviour in accordance with school/college policy and procedure.</p> <p>Ability to use own initiative to work flexibly and respond positively to a range of situations.</p> <p>Ability to work effectively as part of a team.</p> <p>Ability to use ICT effectively to support learning.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>App/Int</p> <p>Int/Ref</p> <p>Int/Ref</p> <p>Int/Ref</p> <p>Int/Ref</p> <p>Int/Ref</p> <p>Int/Ref/App</p>
<p>General Circumstances</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</p>	<p>E</p>	<p>App/Int</p>