

## JOB DESCRIPTION

<b>ROLE TITLE</b>	Cover Supervisor
<b>CONTRACTED HOURS</b>	37 hours per week, 39 weeks per year
<b>LOCATION</b>	Felixstowe Academy
<b>GRADE / SCALE POINT – SALARY</b>	4
<b>REPORTING TO</b>	Cover Manager

### INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

### JOB PURPOSE

- Cover for absent teachers by delivering pre-set work to students in the classroom, monitoring work and behaviour during the lesson and reporting on progress and other relevant issues. The post holder will cover absences due to short term sickness, professional development, performance management, student/parent meetings and other short-term, agreed absence.
- Accompany groups of students on school trips under the direction of teaching staff and help ensure the health and safety of those students.
- Provide support to teaching staff in the classroom so that teaching staff can undertake individual/small group teaching or other related tasks as appropriate.
- Provide technical and/or administrative support to curriculum heads and the pastoral team as required
- Undertake appropriate training as necessary and provide basic first aid cover within the school and on school trips.

### KEY TASKS & RESPONSIBILITIES

#### GENERAL DUTIES:

- The post holder is primarily involved in provision of cover for absent teaching staff. Cover work will be pre-set and the post holder's responsibility is to distribute the work to students and monitor their behaviour and application to the tasks during the lesson.
- Provide basic assistance to students as required and manages the class to ensure that a supportive and business-like atmosphere is maintained in accordance with the school's behaviour policy.
- Undertake invigilation in examinations as required, both internal and external, under the direction of the Examinations Officer(s). During the examination, the post holder patrols the room and monitors the conduct of the examination in accordance with the instructions for invigilators detailed in the Handbook for the Conduct of Examinations. In the event of any incident, one of the Invigilators should immediately notify the Examination Officer(s) either in person or, if invigilating alone, by use of the examinations' mobile telephone.
- The post holder also provides general support to teaching staff both in the classroom and on school trips. This support takes the form of supervision of students carrying out pre-set tasks under the guidance of the teacher, so that the teacher is free to focus attention as necessary on individual or small groups of students, or to undertake other related tasks.

Support may also take the form of administrative or technical assistance to both curriculum heads and the pastoral team, so that these individuals are released to undertake other tasks.

- The post holder will be required to support with the running of extracurricular clubs after school.

#### **ADDITIONAL RESPONSIBILITIES:**

- Undertake any duties reasonably requested by the Headteacher.

#### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

#### **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

### PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE pass (or equivalent) at Grade C or above in English, Maths and Science.</li> </ul>	<ul style="list-style-type: none"> <li>A Level qualification in school subjects</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven track record in working effectively with groups of children in the 11 – 16 age range</li> <li>Experience in working within the English education system</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working within a Secondary phase school</li> </ul>
<b>Other Qualities</b>	<ul style="list-style-type: none"> <li>Proven effective group management skills</li> <li>A genuine desire to help students achieve their maximum potential to learn</li> <li>Patience and a non-confrontational but firm approach to interactions with young people</li> <li>A flexible approach and willingness to undertake a range of tasks</li> <li>Ability to react positively to, and remain unphased by, frequent and unforeseen changes in work schedules</li> <li>A good sense of humour</li> </ul>	