

Job Description	
Post Title: Cover Supervisor	Grade: Grade 5, Points 12 -17
	Location: Ipswich Academy
Responsible To: Assistant Principal Responsible For: None	

PURPOSE OF THE JOB

To cover lessons in the absence of the teacher, including the morning tutorial for a base group in the absence of their regular teacher. To support the Academy with the day to day cover of classes providing continuity of student learning. To be an effective member of the school support team through communicating and liaising with colleagues and establishing strong and positive working relationships with students, acting as a positive role model who sets high expectations.

DUTIES AND RESPONSIBILITIES

- To report to the Cover Manager daily by 8.30 a.m. and be prepared to supervise the morning tutor period as required
- Liaise with the relevant Programme Leader/Head of Department to ensure that the work is organised ready for each class
- Supervise learning in lessons as required
- Record, report and refer issues in accordance with Academy procedures, taking follow-up action if required
- Uphold the Academy expectations of learning and behaviour in all lessons · Promote positive values, attitudes and behaviour for learning, rewarding progress whilst maintaining high expectations of all students · Advise tutors/ teachers of issues arising during cover sessions which may need addressing
- Contribute to the establishment of an appropriate learning environment for students
- Contribute to the invigilation of internal and public exams as required · Make use of non-confrontational approaches to conflict resolution · Contribute to supervisory duties as required
- Subject to hours worked, contribute to extra-curricular activities, visits and whole academy events
- Participate fully in the Academy's Performance Management programme

- Provide first aid and administer medication as and when required

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Academy's policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy and the local authority.

Signed _____ Date _____ Postholder

Signed _____ Date _____ Principal

Person Specification Cover Supervisor		
	Application	Interview
Qualifications		
A good GCSE English language and mathematics or equivalent	X	
Experience		
Experience of working with children or young people	X	
Knowledge and understanding		
Understanding of and commitment to equality issues within the workplace and the safeguarding of children.	X	X
Skills and abilities		
To be able to use information and communication technology effectively	X	X
Good organisational and administrative skills	X	X
Good management of own workload, including the ability to prioritise tasks		X

<p>Ability to work effectively as part of a team to ensure the needs of the pupils are met appropriately.</p> <p>Understanding of and ability to establish clear boundaries in relation to pupils' behaviours in line with the Trust's behaviour policy.</p> <p>Good verbal and written English communication skills.</p> <p>A willingness to develop your own professional skills and knowledge by attending appropriate courses/training</p> <p>A flexible, patient and hardworking approach to working as part of a team</p>	<p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
<p>Additional</p>		
<p>An excellent record of attendance</p> <p>First aid qualification (training will be provided)</p> <p>A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.</p> <p>The post holder must demonstrate due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Trust.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>