

Job Description and Person Specification

Post Reference: 2822

Job Title: Cover Supervisor

Academy Name: Leeds City Academy

Grade: C1 SCP 12 – 17. Actual salary £24,597 - £26,682

Hours: 37 hours per week, TTO plus 5 days

Accountable to: Assistant Principal – Assessment and Intervention

Job Description

Role:

This role provides cover for the short-term absence of teaching staff and supports teams in areas such as resource development, contributing to the academy's objective of raising standards of achievement. You will supervise lessons, support student learning, and maintain a positive, inclusive, and well-managed classroom environment. You will monitor progress, provide feedback, carry out routine marking and administrative tasks, and contribute to behaviour management, safeguarding, and wider academy activities to ensure all students are supported to succeed.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Duties and Responsibilities:

- To provide cover supervision for the short-term absence of teachers.
- To use specialist skills/training/experience to support students' learning.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all students within the classroom.
- To support students consistently whilst recognising and responding to their individual needs.
- To encourage students to interact and work co-operatively with others and ensure all students are engaging in activities.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To provide feedback to students in relation to progress and achievement.
- To establish an appropriate learning environment in lessons.
- To work with the teacher in lesson planning, evaluating, and adjusting lesson/work plans as appropriate.
- To monitor and evaluate student responses to learning activities within a supervised lesson.

- To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- To be responsible for keeping and updating academy records contributing to reviews of systems/records as requested.
- To undertake the marking of students' work, which has predetermined answers and involves no element of professional judgement or assessment and to accurately record achievement/progress.
- To promote positive values, attitudes, and good student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To administer and mark routine tests which have predetermined answers and involve no element of professional judgement or assessment.
- To carry out invigilation of internal and external examinations.
- To provide general administrative support, administer coursework, produce worksheets for agreed activities as appropriate.
- To implement agreed learning activities/programmes, adjusting activities according to student response/needs.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To help students to access learning activities through specialist support.
- To be part of the academy's lunchtime supervision team.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To supervise students on visits, trips and outside of academy hours learning activities as required, which fall within the remit and hours of the post.
- Any other duties commensurate with the post.

Equal Opportunities:

- Promote equality of opportunity so that all children, young people, and families can access and benefit from our Trust.
- Support the wellbeing, safety, and success of all students and young people, enabling positive educational and life outcomes.

Professional Responsibilities

- Uphold the professional standards expected of all academy staff in all interactions with colleagues, students, parents/carers, and the wider community.
- Act in accordance with the values, aims, and mission of the academy and White Rose Academies Trust.
- Contribute positively to the continuous improvement of the academy and to personal professional development through participation in training, meetings, appraisals, and by sharing ideas for improvement.
- Work collaboratively as a positive and supportive member of the team, recognising when to seek advice, guidance, or support.
- Apply academy and Trust policies and procedures consistently in all aspects of the role.
- Engage in reflective practice and appropriate continuing professional development (CPD) to improve effectiveness and maintain high standards.
- Contribute to the wider life, ethos, and objectives of the academy, including attendance at relevant meetings, training days, and events as required.

Safeguarding, Compliance and Conduct

- Comply with all academy and Trust policies and procedures, including those relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection, and report any concerns promptly to the appropriate person.
- Take responsibility for safeguarding children and young people and for promoting their welfare, in line with statutory guidance and academy procedures.
- Maintain appropriate professional boundaries and conduct at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks can be identified. The job description may be amended by the Principal or Accounting Officer to reflect or anticipate changes to the role, commensurate with the grade and job title.

The post-holder may be required to undertake additional duties, as reasonably requested, to ensure the effective operation of the academy.

The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and to ensuring that safer recruitment practices are in place.

White Rose Academies Trust values diversity and seeks to create a workforce that reflects the communities it serves. Applications are welcome from all individuals regardless of sex, sexual orientation, race, religion or belief, marital status, age, or disability.

White Rose Academies Trust expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check. A criminal record will not necessarily prevent employment; this will depend on the nature of the offence and the circumstances.

This role involves contact with children and constitutes regulated activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children.

Person Specification

It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

You should be able to demonstrate that you meet the following criteria which are all essential:

E = Essential D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

Qualifications

D	NVQ or equivalent/relevant experience	A I
E	Good Numeracy/literacy skills (GCSE A* - C English and Maths)	A I
D	Working with pupils and students in the 11 – 16 age range	A I
D	Evidence of recent and relevant training	A I

Knowledge and Experience

E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A I R
E	Understanding of how to respond flexibly to young people's learning needs	A I
E	Demonstrate knowledge and understanding of the primacy of effective safeguarding in the academy	A I T
E	Willing to carry out all duties having regard to an employee's responsibility under the WRAT Health and Safety Policies	I
E	To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	I
E	Demonstrate a high level of motivation and commitment	A I

Skills and Competencies

E	Able to take responsibility and work with autonomy within set	E
E	Possess strong interpersonal skills and ability to communicate effectively with young people and adults	T I
E	Demonstrate good organisation and personal management skills	T I

E	Able to work successfully with students who demonstrate challenging behaviour	TI
E	Able to use ICT for recording, monitoring, and reporting	AI
E	Able to respect sensitive and confidential work	TI
E	Commitment to own personal development and learning	AI

Behavioural and Other Characteristics

E	Committed to continuous improvement	AI
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	AI
E	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	AI
E	Possess personal integrity, warmth, and a willingness to grow and learn.	AI

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.