



Job Description

Post: Cover Supervisor (Primarily Instructor for Technology - Food/Resistant Materials)

Responsible to: Senior Leadership Team

Salary: Grade 6 point 23-26/UQT Scale

Duties and Responsibilities: To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers. This post has an emphasis on the ability to primarily support teaching in Food and/or Resistant Materials although the postholder can be required to work across other areas within the school as and when required.

Specific responsibilities include:

- Supervising the students on work left in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Assisting with the management of student behaviour to ensure a constructive working environment
- Responding to students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Assisting in exam invigilation under the supervision of the examinations officer.
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures.
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised trade unions.

SUPPORT FOR THE ACADEMY

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

Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop

Contribute to the overall ethos/work/aims of the Academy

Attend and participate in relevant meetings as required

Participate in training and other learning activities and performance management as required

Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities

**GENERAL:**

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Multi Academy Trust's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Safeguarding Children

All schools/academies within The Constellation Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:

- Good numeracy/literacy skills
- Effective use of ICT
- Use of relevant equipment/resources
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation

CHALLENGES AND KEY FEATURES:

- To help raise standards of learning for students
- To be committed and motivated to the objective of raising achievement in the Academy
- To have a flexible approach to work as the postholder may be required to alter their hours to meet the operational needs of the Academy.

**Creativity and Innovation:**

- Work to Multi Academy Trust policies and procedures as stipulated in the Academy Handbook.

Decision-Making:**Discretion:**

- Manage own workload to ensure effective service delivery.
- Use discretion when to seek advice from line management in relation to identified safeguarding concerns.
- Respond to on the spot incidents requiring immediate attention/decision on and off the premises and/or without direct contact with a Senior Member of Academy staff.

Consequences:

- Positive impact on the level of behaviour and attendance issues across the Academy.
- Positive impact on the quality of education offered to students.

Contacts and Relations:

- Contact on a daily basis with the Executive Principal, SLT, Academy Staff and Governors for the exchange of information.
- Contact on a daily basis with students and parents to offer pastoral support and guidance.
- Contact with Line Manager and Senior Leaders to raise issues and report information.
- Contact with external agencies to represent Academy at meetings and signposting.

Responsibility for Resources:

- Laptop (maximum value of £350).

Working Environment:**Work Demands:**

- Work is subject to interruption and internally fixed deadlines to ensure Multi Academy Trust policies and regulations are adhered to.
- Work is also subject to external deadlines which are non-negotiable and the Academy could incur financial penalties if not met.

Physical Demands:

- Work will require normal physical effort.
- Post holder may be involved in physical interventions.

Working Conditions:

- Work will be undertaken in an office/school environment with visits in the community involving challenging and confrontational circumstances.



Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible: 0.

Work Context:

- Work is undertaken in an office/school environment with visits in the community involving challenging and confrontational circumstances and may be subject to challenge from parents, students and staff.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature