

### Job Description

<b>Job Title</b>	Cover Supervisor
<b>Academy</b>	Queen Katharine Academy
<b>Reports to</b>	Cover Manager
<b>Line Management of</b>	N/A
<b>Working Hours &amp; Pattern</b>	37.5 hours per week, term time plus one week
<b>Salary / Grade</b>	Point 18, Grade 6
<b>Date Last Evaluated</b>	September 2020
<b>Core Purpose</b>	To supervise classes across the curriculum (KS3/4) in following a programme of study during the absence of their class teacher. To contribute to raising standards of achievement for all students and providing support to departments as directed.

<b>Key Responsibilities</b>
<p><b><u>Cover Supervision</u></b></p> <ul style="list-style-type: none"> <li>• Under the direction of the Cover Manager, and following cover and faculty procedures, supervise students in class during the absence of their class teacher.</li> <li>• Deliver learning activities to students within the agreed system of supervision, adjusting activities according to student needs / responses.</li> <li>• Administer clear instructions to the class, based on the detailed work set, and actively supervise students as they carry out the instructions.</li> <li>• If required, liaise with other staff to ensure that the work set is fully delivered.</li> <li>• Work with other support staff regarding individual students being supported in class including those with an EHCP.</li> <li>• As appropriate contribute to the evaluation of the cover work set and contribute to school review and development planning.</li> <li>• As appropriate provide feedback to the class teacher on work set and any non-participation / behavioral issues of individual pupils.</li> <li>• Follow Academy policies and procedures at all times.</li> <li>• Attend staff meetings and actively participate in training and continuous development.</li> </ul> <p><b><u>Cover / Colleague / Progress Team / Departmental support</u></b></p> <ul style="list-style-type: none"> <li>• As directed by the Cover Manager, provide any administration support to the cover team to ensure that efficiency and effectiveness is maintained.</li> <li>• At short notice provide emergency cover for colleague's duties within the team.</li> <li>• Under the direction of the Cover Manager, support in other departments and progress teams as and when required.</li> <li>• As required, take on a (support) tutor role and carry out any staff duties as directed.</li> <li>• Undertake any other appropriate tasks as directed by Principal /DP/AP.</li> </ul>
<b>General Responsibilities</b>

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

**Note: Every job description in the organisation will be subject to a review either:**

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

**It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.**

### Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
GCSE Maths and English Language (or equivalent).	E	A
Educated to a minimum of Level 3 NVQ or equivalent.	E	A
Ability to communicate in another language.	D	A/I
Evidence in other relevant skills i.e. art / music / sport.	D	A/I
Evidence of continuous development.	D	A
<b>Knowledge and Understanding</b>		
Excellent awareness and understanding of current educational challenges and opportunities.	E	A/I
Understanding of the need for confidentiality, especially in relation to child protection.	E	A/I
General understanding of national curriculum and other basic learning programmes/techniques.	E	A/I
General knowledge of inclusion within a school setting.	E	A/I
<b>Skills and Abilities</b>		
Excellent communication and presentational skills (written, verbal and visual) and the ability to manage the interface with professional colleagues and students	E	A/T
Comprehensive computer skills.	E	A/T
Ability to follow instructions and procedures.	E	A/T
Excellent interpersonal and communication skills at all levels and settings.	E	A/I/T
Ability to work to deadlines and be able to use initiative to work unsupervised across the curriculum, in a confident, methodical and organised way.	E	A/I
Adaptability to resolve conflict and to respond effectively to a diverse range of situations and needs calmly and reliably.	E	A/I
Ability to form and maintain appropriate relationships with young people.	E	A
<b>Experience</b>		
Appropriate experience of supervising children in an educational setting, including supporting SEN students and group work.	E	A/R
Experience of working as part of a team.	E	A/R
<b>Personal Commitment</b>		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

### Assessment methods

**A – Application    I – Interview    T – Task/Activity    L – Lesson Observation    R – References**