



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

COVER SUPERVISOR

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Provide lesson and registration cover during the absence of class teachers.
2. Manage student behaviour, whilst dealing with issues according to school policies and procedures.
3. Keep and update records as agreed with class teachers.
4. Supervise students on school trips and exam invigilation.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Cover Supervision

- 1.1 Supervise work that has been set in accordance with school policy.
- 1.2 Manage the behaviour of students whilst they undertake work and to ensure a constructive, calm and positive environment.
- 1.3 Respond to questions from students about process or procedure, to respond to their individual needs and promote inclusion and acceptance of all students in the classroom.
- 1.4 Deal with immediate problems or emergencies according to school policies/procedures.
- 1.5 Refer any immediate problems to the relevant Head of Faculty / Head of Year.
- 1.6 Collect completed work after lesson and return to class teacher.
- 1.7 Use ICT effectively to support learning activities.
- 1.8 Report back as appropriate using school's agreed referral procedures on the behaviour of students during the class, and any issues arising.
- 1.9 Be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources.
- 1.10 Create a folder of 'contingency' work from school resources, should the need arise for such in lessons.
- 1.11 When not required to cover classes, to be available to observe good practice in other subject areas as arranged by Line Manager, examination invigilation and any other duties as required by the Principal.
- 1.12 Undertake training/update skills as and when necessary.

2 Other Responsibilities

- 2.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 2.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 2.3 Contribute to the wider life of the Trust and the Star community.
- 2.4 Carry out any such duties as may be reasonably required by the Trust.
- 2.5 Comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- 2.6 Help organise, and attend, parents' evenings for designated year team and support the running of open evenings, induction days and events for students and parents.
- 2.7 Undertake additional responsibilities for break and lunch, afterschool sessions including detention, intervention and any other sessions as required; cover LRC during school and afterschool, as required.
- 2.8 Be prepared to train as a First Aider.
- 2.9 Undertake other duties consistent with the scope of the post and within the competence of the post holder as required, in accordance with the Academy's aims and objectives.

3. Records Management

- 3.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	5 A*- Cs at GCSE including English and Maths.	E	✓	
2.	Evidence of Continuous Professional Development.	E	✓	
EXPERIENCE				
3.	Working with young people in an education setting.	E	✓	✓
4.	Providing pastoral support within an education setting.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
5.	Ability to maintain positive relationships with students and other adults.	E	✓	✓
6.	Ability to speak in front of large groups of students and small groups of staff.	E	✓	✓
7.	Ability to work effectively and sensitively with a range of groups and individuals.	E	✓	✓
8.	Ability to prioritise, work quickly and accurately, particularly under pressure and to meet deadlines.	E	✓	✓
9.	Ability to work unsupervised, use own initiative and make appropriate decisions.	E	✓	✓
10.	Ability to address sensitive matters with a caring approach and appropriate confidentiality.	E	✓	✓
11.	Strong verbal and written communication skills.	E	✓	✓
12.	Ability to converse in a number of additional community languages.	D	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
13.	Ability to use ICT confidently to communicate, review data and present information to others.	E	✓	✓
PERSONAL QUALITIES				
14.	Commitment to working flexibly before and after school hours as required to promote the welfare of learners.	E	✓	✓
15.	Highly organised, literate and articulate.	E	✓	✓
16.	A passionate belief in the school's mission statement.	E	✓	✓
17.	A strong belief in the value of education in developing citizens.	E	✓	✓
18.	Highest levels of professional and personal integrity.	E	✓	✓
19.	A strong commitment to the personal, spiritual, social and health development of young people.	E	✓	✓
20.	Personal resilience, persistence and perseverance.	E	✓	✓
21.	Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge.	E	✓	✓
22.	A strong belief in the value of education in developing citizens.	E	✓	✓
23.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
28.	Commitment to support Star Education Trust's agenda for safeguarding and equality and diversity.	E	✓	✓
29.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓