



## Job Description

**Post Title:** Cover Supervisor – Specialising in Sport

**Pay Scale:** Grade 6

**Responsible to:** Assistant Vice Principal

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### Main Purpose of the Post:

- To provide cover for absent teaching staff.

### Principal Accountabilities:

- Undertake classroom supervision in the absence of Academy Teaching Staff.
- Assist in the preparation of the learning environment and materials.
- Supervise entry and departure of students and ensure registers are taken.
- Deliver lesson and ensure students follow pre-set work programmes.
- Undertake exam and test invigilation.
- Deal with any emergencies in accordance with Academy policies and procedures.
- Assist with personal and pastoral support for students.
- Collect and deliver student work and data collection to the appropriate colleague.
- Report back on any behavioural issues.
- Observe Health and Safety rules and regulations
- Plan lessons (required where a long term absence occurs).
- Undertake other administrative tasks to support the Academy upon request.

### 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 Academy'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.

### **Knowledge, Skill and Experience:**

- Experience of working with children in a learning environment.
- Able to use and set up visual aids for use with students.
- Basic counselling and mediation skills.
- Tact, diplomacy and persuasion skills.
- Knowledge of safeguarding priorities for working with children.
- Able to work as part of a team and use own initiative.
- Efficient and effective organisation and prioritisation skills.
- Effective interpersonal and communication skills.
- Effective administration skills and previous experience working in an office/school environment.
- Effective IT skills and experience in the use of Microsoft Office packages.
- Able to work in a challenging environment and meet deadlines.
- Experience in supervising staff.
- Knowledge of strategies which help and promote good behaviour and discipline.

### **Creativity and Innovation:**

- Monitor and respond to students' learning and behaviour at all times by making adjustments to supervised activities.
- Monitor and respond to students' personal needs and communication.
- Communicate effectively with Academy Teaching Staff and other professionals when necessary.
- Respond to students' learning actively by planning and reviewing individual needs.
- Plan and deliver lessons (required where a long term absence of a teacher occurs).
- Work with parents in achieving restorative solutions.
- Work to Multi Academy Trust policies and procedures as stipulated in the Academy Handbook.
- Develop intervention activities for students.

### **Decision-Making:**

#### **Discretion:**

- Take action to meet student needs to avoid undue behaviour issues arising in the Academy.
- Manage own workload to ensure the effective administration of cover arrangements in the Academy.
- Decide when it is necessary to implement agreed de-escalation strategies to minimise risks of student behaviour becoming disruptive or dangerous.
- Use discretion when to seek advice from line management, e.g. bad behaviour.
- 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 response to the need for cover.

**Contacts and Relations:**

- Contact on a daily basis with Academy Staff and Senior Leadership Team for the exchange of information.
- Contact on a daily basis with students to offer support and guidance.
- Contact with Line Manager and Senior Leaders to raise issues and report information.

**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.

**Work Context:**

- Work is undertaken in an office/school environment and may be subject to challenge from parents and students.

**Position in Academy:**

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

**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** .....