

# ISCA ACADEMY – JOB DESCRIPTION

<b>Post:</b>	<b>Cover Supervisor &amp; Sports Coach</b>
<b>Grade:</b>	<b>D</b>
<b>Line Manager:</b>	<b>Senior Deputy Headteacher (Quality of Education)</b>

## JOB PURPOSE

To work under the guidance of the teaching/leadership team and within an agreed system of supervision.

To supervise whole classes during the short-term absence of teachers and to respond to questions and generally assist students in undertaking set activities when fulfilling this supervisory role.

To deliver Sports Coaching sessions and to provide support with extra-curricular sports activities and clubs.

## OBJECTIVES

- Supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy i.e. relevant to the age group and point reached in the curriculum to assist with continuity.
- Responding to students needs and providing general guidance or advice about process and procedures
- Helping students to access pre-planned learning activities.
- To provide a high-quality sporting curriculum for all students.
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns using school systems and procedures.
- Being aware of and supporting differences and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos and aims of the school.

## MAIN AREAS OF RESPONSIBILITY

Support the assigned teacher of the class by:

- Supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy i.e. relevant to the age group and point reached in the curriculum to assist with continuity.

- Having high expectations and standards in your classroom environment, in line with school policies and practices.
- Liaising with teaching staff regarding cover for known absence.
- Collecting finished work as necessary and returning it to the appropriate teacher.
- Promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour.
- Reporting, as appropriate, using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising.
- Ensuring the security of classroom equipment and resources including ICT.
- Ensuring safe practice within laboratory workshops and practical lessons.

Supporting students by:

- Responding to the needs of the students and providing general guidance or advice about process and procedures.
- Establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour and their work.
- Promoting the inclusion and acceptance of all students within the classroom.
- Working consistently whilst recognising and responding to individual student needs.
- Encouraging students to interact and work cooperatively with others (when appropriate).
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance.
- Explaining, reading, clarifying work and encouraging successful completion of tasks set by teaching staff.

Support the curriculum by:

- Helping students to access pre-planned learning activities and to complete them during a period of staff absence.
- Ensuring that any predetermined equipment and resources are available to students.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns using school systems and processes.
- Being aware of and supporting differences and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos and aims of the school.
- To provide teaching support to identified lessons/students at times as agreed with the leadership team in the school.
- Assisting in attendance record keeping by taking class registers within the agreed time frame.
- Supervising students at break and lunchtime as required.
- Taking a full part in the Academy's appraisal system.
- Under the direction of the Examinations Officer to invigilate examinations observing examination board regulations.

## **ALL ACADEMY STAFF ARE EXPECTED TO:**

- Ensure the aims, priorities and policies of the Academy are adhered to, including the staff Safeguarding Code of Conduct.
- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.
- Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with students and other staff, including attendance at morning briefings and through completing student report cards and logs as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- To carry out other duties as reasonably requested by the Headteacher.

**This job description is subject to review by consultation.**

**Isca Academy**  
**Cover Supervisor: Person Specification**

	<b>E S S E N T I A L</b>	<b>D E S I R A B L E</b>	<b>EVIDENC E *</b>
<b>Qualifications &amp; Training</b>			
Educated to at least Level 2 (A*-C / Grade 5-9 at GCSE).	X		A, I, C, R
Good numeracy/ literacy skills.	X		A, I, R
2 A-Level qualifications or Level 3 equivalent.		X	A, I, C, R
<b>Knowledge, Skills &amp; Experience</b>			
Experience of working in a secondary school or setting with 11-16 age students.	X		A, I, R
Ability to consistently and effectively implement the whole school behaviour management policy.	X		A, I, R
Knowledge of the strategies that recognise and reward effort and achievements towards self-reliance as appropriate to the age and development of students.	X		A, I, R
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task.	X		A, I, R
Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.	X		A, I, R
Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.	X		A, I, R
Ability to offer constructive feedback to pupils to reinforce self-esteem.	X		A, I, R
Up to date training in health and safety and an excellent track record in this field.		X	A, I, R
Knowledge of SIMS (Management Information System).		X	A, I, R
Knowledge of SEND / strategies for working with ASD children.		X	A, I, R
Knowledge of some areas of the National Curriculum.		X	A, I, R
<b>Qualities / Behaviours</b>			
Ability to work effectively and supportively as a member of the school team.	X		A, I, R
Ability to work under pressure.	X		A, I, R
High level of integrity.	X		A, I, R
Positive role model.	X		A, I, R
Able to demonstrate commitment to a safe school culture.	X		A, I, R
Reflective.	X		A, I, R
Keen to develop through active participation in CPD and whole school projects and plans.	X		A, I, R
Must pass relevant safeguarding of children checks: DBS checks, self-declaration and interview.			
*Application form, Interview, Certificates, References			