**JOB DESCRIPTION**

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| **Job title** | Cover Supervisor (Primary) |
| **Grade** | Grade 3 (points 9 – 22) |
| **Responsible to** | TBC |
| **Responsible for** | N/A |
| **Key Liaison with** | Principals, Officer Managers, Summit Education Improvement Team |

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| **SUMMIT LEARNING TRUST Mission Statement**  Success through Endeavour  Ambition through Challenge  Strength through Diversity |

**Job Purpose**

The post holder will be responsible for maintaining continuity in learning by overseeing classes in the absence of a teacher. The role will involve ensuring a positive learning environment, managing classroom behaviour, and delivering pre-set lesson plans to a diverse range of primary-aged pupils. Work will be undertaken across various year groups, assisting with the smooth running of the school day.

**Key Duties and Responsibilities**

* Supervise and aid learning of whole classes during the short-term absence of teachers, ensuring that learners remain focussed on the tasks set by the absent teacher.
* Implement lesson plans prepared by teachers, ensuring learners understand the tasks they need to complete and make progress
* To promote the inclusion and acceptance of all learners within the classroom.
* To be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop.
* To promote positive values, attitudes and good learner behaviour, dealing promptly with incidents in line with established policy and encourage learners to take responsibility for their own behaviour; employ strategies to recognise and reward achievement of self-reliance.
* Manage the behaviour of learners to ensure a constructive learning environment, reporting, as appropriate, using the school’s agreed referral procedures, on the behaviour of learners during the lesson and on any problems arising.
* To support learners consistently whilst recognising and responding to their individual needs.
* Respond to any questions from learners and assist them with their work
* Collect completed work after the lesson and pass to the appropriate teacher.
* To encourage learners to interact and work co-operatively with others and engage all learners in activities.
* To support the use of ICT in learning activities and develop learners competence and independence in its use.
* To be responsible for keeping and updating records following academy procedure, contributing to reviews of systems and records as requested.
* To provide general clerical and administrative support across the academy as required.
* To supervise learners on visits, trips and work related learning and other out of academy activities as required.

**Data Protection and Safeguarding**

* Work within the requirements of GDPR at all times
* Understand your responsibilities in relation to safeguarding and child protection and how to highlight an issue / concerns
* Remain vigilant to ensure all learners are protected from potential harm

**General**

* Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. The post-holder may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy.
* Take part in professional development and the performance management process.
* The post-holder will be expected to undertake any appropriate training provided by our Trust to assist them in carrying out any of the above duties.
* The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
* The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
* An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order. https://www.gov.uk/government/collections/dbs-filtering-guidance ‘

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| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |