

Job title: Cover Supervisor – Term time only
Responsible to: Vice Principal – Teaching and Learning
Grade: 5

Job purpose:

To cover lessons which are effected by short-term absence of teaching staff, ensuring students are not disadvantaged in terms of the quality of teaching and learning, or in terms of securing good and outstanding outcomes.

Main Duties:

1. To supervise whole classes during the short-term absence of teachers as directed by the Cover Team Coordinator.
2. To deliver programmes of study and cover work in line with the requirements and specification of teaching staff and/or curriculum area leaders.
3. To use specialist curricular learning skills, training and experience to support students within the classroom environment.
4. To establish an appropriate learning environment.
5. To undertake registration duties, ensuring class registers are taken within agreed timeframes.
6. To assist with the development and implementation of Individual Education, Behaviour, Support and/or mentoring plans.
7. To provide objective and accurate feedback and reports as required to the teacher on the achievement, progress and other matters of classes which have been covered or about individual students who have received support.
8. To establish productive working relationships with students, acting as a role model and setting high expectations in line with the school's agreed policies generally and specifically in relation to behaviour for learning and health & safety.
9. To promote the inclusion and acceptance of all students within the classroom.
10. To support students consistently whilst recognising and responding to their individual needs.
11. To encourage students to interact and work co-operatively with others and engage all students in activities.
12. To promote independence and employ strategies to recognise and reward achievement of self-reliance in line with the ALCs rewards initiative.
13. To provide feedback to students in relation to progress, achievement, behaviour and attendance.
14. To provide pastoral support to students.
15. To receive and supervise students not working to a normal timetable.
16. To participate in comprehensive assessment of students to determine those in need of particular help.

17. To assist and support with provision for students with special educational needs and disabilities.
18. To develop 1:1 mentoring arrangements with students and provide support for students who may need additional support.
19. To promote the effective reintegration of students who have been absent.
20. To provide information and advice to enable students to make choices about their own learning, behaviour and attendance.
21. To challenge and motivate students using strategies which promote and reinforce self-esteem.
22. Develop lesson plans and resources to support delivery of effective cover lessons and tutor time activities.
23. Determine the need for, prepare and maintain general and specialist equipment and resources.
24. To attend meetings as required.
25. To assist with duties as directed including during student's lunchtime and at the end of the day.
26. To support with delivery of the enrichment offer for students including supporting after-school activities.
27. To undertake general administration for departments as directed by the Cover Team Coordinator.

General Information:

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
2. To promote actively the school's policies.
3. To actively promote and undertake personal professional development and contribute to the professional development of colleagues.
4. To participate within the school's process for appraisal and performance management.
5. To comply with the school's Health and Safety Policy and undertake risk assessments as necessary.
6. To comply with the school's procedures concerning safeguarding.

Others Points to Note:

1. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
2. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.
3. Employees are expected to maintain a standard of business dress conducive to their position as a professional and in setting an example to students. This may include the wearing of a uniform and/or personal protective equipment.

Standard for all jobs

- To perform services not only for Dudley Academies Trust but also for any subsidiary as required.
- To take a proactive role in the identification of personal and group training and developmental needs which support Trust’s objectives and to actively participate in the fulfilment of identified training and development needs.
- To contribute to promotional activities both inside and outside the Trust and to assist in the production of promotional and publicity materials as required.
- To operate at all times within both the spirit and the practice of the Trust Equal Opportunities policies.
- To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards/unsafe practices or incidents as appropriate.
- To represent the Trust in the best light at all times.
- To maintain such records and undertake administrative duties as may be determined by the Trust.
- To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Chief Executive or line manager.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document nor a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the Trust.

Prepared by: Jo Higgins, Chief Executive

Date: June 2018

Name of post holder (*please print*):

Signed by post holder:

Date:

Person Specification

	Ess	Des	Method of Assessment
<u>Education/Qualifications and Training</u>			
NVQ 3 in Supporting Teaching & Learning or equivalent qualification.	✓		App Form
Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.	✓		App Form/Int
Understanding of the principles of child development and learning processes.	✓		App From / Int
Demonstrable experience of working with or caring with children of a relevant age.	✓		App Form / Int
Appropriate first aid training.		✓	App Form
<u>Experience</u>			
Recent relevant experience.	✓		App Form/Int
Demonstrable experience of working with or caring with children of a relevant age.	✓		App Form / Int
Experience in a learning environment.	✓		App Form/Int
Experience of working with learners with additional needs.	✓		App Form/Int
<u>Skills and Abilities</u>			
Ability to relate well to children and adults.	✓		App Form/Int
Ability to work constructively as part of a team.	✓		App Form/Int
Ability to understand classroom roles and responsibilities and your own position within these.	✓		App Form/Int
Ability to understand principles of child development and learning processes and in particular, barriers to learning.	✓		App Form/Int
Excellent interpersonal and communication skills.	✓		App Form/Int/MT
Ability to work independently, using own initiative.	✓		App Form/Int
<u>General</u>			
Effective use of ICT and other specialist equipment/resources.	✓		App Form/Int
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓		App Form/Int
Awareness of current Health & Safety Legislation and procedures.	✓		App Form/Int
<u>Safeguarding</u>			
Must be suitable to work with young people and vulnerable adult.	✓		App Form/Int/Checks

E = Essential	App Form = Application Form	Int = Interview
D = Desirable	Test = Interview Test	Pr = Presentation
	Ref = Reference	MT = Micro teach
	Checks = Disclosure and barring service	

The Dudley Academies Trust operates a no smoking policy