**Job Outline and Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title** | **Cover Supervisor** | | |
| **Location** | Tavistock College | | |
| **Reporting to** | Assistant Head Teacher | | |
| **Hours** | 37 hours per week, term time plus non-pupil days | | |
| **Work Pattern** | To be confirmed | | |
| **Grade / Salary** | Grade D | | |
| **Organisation** | The Dartmoor Multi Academy Trust | | |
| **Effective date of JD** | June 2022 | **JE Job Number** |  |

There are 17 schools within The Dartmoor Multi Academy Trust, 3 secondary and 14 primary schools.

Your main place of work will be Tavistock College but you may be required to work across all the schools within The Dartmoor Multi-Academy Trust at any time as directed by the Executive Team.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Job Purpose:**

The purpose of the role is to work as part of the college intervention team supporting students and to supervise lessons in the absence of the teacher to enable consistency in their learning. The role will work across a range of subjects as directed and, in addition, as part of the curriculum intervention team to cover lessons, develop some effective classroom practice, work with small groups, one to one support and mentoring of students that need additional curriculum intervention.

**Main Duties and Responsibilities:**

* To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher.
* Liaising with teaching staff with regard to work set for a class.
* To develop knowledge of the curriculum as required by the College.
* To apply the College’s Behaviour Management Policy and report any difficulties to the class teacher/Head of Faculty/Head of House.
* Managing the behaviour of students to ensure a constructive environment whilst undertaking their learning.
* Deal with any immediate problems or emergencies in accordance with the College’s policies and procedures.
* Collect any completed work and resources after the lesson and return them to the teacher.
* To set homework previously prepared by the teacher.
* To supervise and direct the work of the Teaching Assistant within classes where you are supervising.
* Work as an integral part of the College staff and within the Pupil Coach Team and Learning Support Unit, when required.
* Reporting back, as appropriate, using the College agreed referral procedures, on the behaviour of students during the class, and any other issues arising.
* Support students through intervention, one to one and small group work as directed.
* To undertake processional development and training where required.
* To accompany students on trips, visits and other educational activities.
* To undertake a ‘duty’ as part of the College’s duty system (including break).
* Invigilate internal and/or external examinations.
* If cover work is not required, to support the Student Support Centre and or other vulnerable students, as a Teaching Assistant.
* To support the administration of booking and organising supply teachers when required.

**Data Protection / General Data Protection Regulations (GDPR)**

The Privacy Notice sets out our general principles in relation to Data Protection and the General Data Protection Regulations.

You should also abide all Trust policies relating to the use of data including but not limited to:

·        Acceptable Use Policy

·        Records Retention Policy

·        Personal Data Breach Procedure

·        Employee Code of Conduct

·        E-safety Policy

·        Social Media Policy

·        Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

**You should note that a duty of confidentiality applies to all personal data you see prior to your first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers’ contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.**

**Person specification:**

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** |
| Experience | * Evidence of working with young people * Experience with education or youth work * Leading or managing a team * Creative and innovative approach to leading classroom practice * Some knowledge and understanding of the effective use of data to support learning. | * To have worked with the coaching model through mutual observations * Mentoring experience * Small group work or intervention experience. |
| Technology / IT Skills | * Computer literate. | * Ability to use information technology to enhance teaching, including interactive whiteboards, digital photography, video cameras and lap tops |
| Education and Training | * Evidence of significant continued professional development * A GCSE grade C or level 2 equivalent in Maths and English | * Suitable degree |
| Equal Opportunities | * The Dartmoor Multi Academy Trust is an equal opportunities employer |  |

**All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the**

**welfare of children and young people, and expect all staff and volunteers to share this commitment.**

**The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure**

**Barring Service (DBS).**