

JOB DESCRIPTION

JOB TITLE	Cover Supervisor
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The Burgess Hill Academy
SALARY	Grade 5
RESPONSIBLE TO	Academy Cover Manager
RESPONSIBLE FOR	N/A
MAIN PURPOSE OF THE JOB	<ul style="list-style-type: none"> In the absence of the class teacher, deliver lessons in accordance with work set by the Teacher/Head of Department When cover is not required, to provide support for the SEN Team.
MAIN TASKS / KEY RESPONSIBILITIES	
1	<p>To undertake whole class supervision in the absence of the class teacher delivering work previously prepared by the teacher</p> <p>Occasionally this cover may be on a long term basis where there is a long period of staff absence or a staff vacancy</p> <p>To provide clear structures for lessons maintaining, pace, motivation and challenge</p> <p>To make effective use of assessment and ensure coverage of programmes of study</p> <p>To ensure effective covering of the lesson and best use of available time</p>
2	To develop curricular knowledge as required by the Academy, to enable effective covering of lessons
3	<p>To apply the Academy's behaviour management policy and report any difficulties to the supervising teacher / Academy Cover Manager</p> <p>To encourage good practice with regard to punctuality, behaviour, standards of work and homework</p> <p>To alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved</p>
4	To supervise the work of the Teaching Assistant in the classroom in the absence of the class teacher

5	To attend the full range of Academy & Departmental meetings contributing positively and effectively to discussions about individual students
6	To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review Days and other events
7	To cover break and lunchtime duties and before and after school clubs as required
8	To provide support for the Academy Behaviour Team
9	To assist the Academy Cover Manager in any other duties and/or administrative tasks as and when required
10	To carry out all activities in line with the Academy's policies for Health and Safety and Equal Opportunities
11	To participate in professional development activities and performance management activities as required.
12	To undertake other reasonable duties as directed by your line manager

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Additional Information

- All Support Staff posts within the Academy are subject to a one year probationary period
- This post is subject to a Disclosure and Barring Service (DBS) check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

EDUCATION AND QUALIFICATIONS

- Educated to GCSE in English Maths, or equivalent qualification or demonstratable ability.
- Relevant qualifications in core subjects

KEYS SKILLS AND ABILITIES

- Ability to prioritise, plan and organise work priorities
- Ability to take responsibility and work on own initiative with appropriate guidance
- Ability to supervise students effectively in group settings and classes
- Ability to form good working relationships with students, parents/ carers and other members of staff
- Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues
- Good listening skills
- Good communication skills, both oral and written, including presentational skills in a classroom setting
- Ability to explain work requirements, answer questions and respond appropriately to students and parents.

KNOWLEDGE

- Good understanding of the learning and support needs of young people
- Good knowledge and understanding of working practices in a school or similar environment
- Good working knowledge of ICT and its application in a classroom setting
- Experience of working in a classroom setting in a learning support capacity
- Experience of working closely with students, parents /carers and teaching and support staff in a learning environment

PERSONAL ATTRIBUTES

- Assertive, able to command confidence and respect among students
 - Self-motivated with drive, initiative and high degree of pro-activity
 - Equitable temperament with ability to remain calm and confident
 - Commitment to working as a positive and constructive team member
- Commitment to equal opportunities

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