Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall

JOB DESCRIPTION

Job Title:	Class Cover Supervisor
Salary:	FIA/TPAT Point 9
Responsible to:	SLT and Class Teachers
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Monitoring Committee, Senior Leadership Team, School Staff, Parents & Carers and External Professional Bodies

Main Purpose of the Job:

A Class Cover Supervisor's primary responsibility is to supervise students during a teacher's short-term absence, ensuring they remain on task with pre-set work and maintain a positive learning environment.

Provision of high quality and effective cover supervision across all age groups in a range of classes and subjects to cover teachers' planning, preparation and assessment (PPA) time, sickness absence, training and general class cover as and when required.

Maintain good order in the classroom, ensuring that student behaviour meets the school's expectations in line with its behaviour policy, that students keep to task and that progress in learning is preserved.

To work under the guidance of teaching and senior staff within the schools agreed system of supervision.

Main Duties and Responsibilities:

Supervising Student Work

- Provide cover for teachers in response to organisational needs, providing mentoring and guidance for students, intervention to support high attendance and good behaviour, and to remove any barriers to learning.
- Liaise with the teacher to ensure strong communication regarding pastoral matters.
- Actively and pro-actively teach and lead the covered lesson in accordance with the plan provided, assessing students' progress during the lesson, providing verbal feedback to students, adapting the lesson plan in response and ensuring the high quality of teaching is maintained.
- Lead the lesson and fully engage students in pre-planned work with associated teaching resources.
- Provide a high-quality session in accordance with the schools planned programme for cover supervision.
- In any circumstance where cover work cannot be provided, to pro-actively source appropriate resources and plan to deliver a lesson consistent with the needs of students and school policies to ensure continuity of learning for students so that good progress is made.
- Provide individual and whole class support and supervise students appropriately whilst recognising and responding to their individual needs.
- Ensure students are working on the tasks set by the absent teacher, using resources provided.
- Support students' social and emotional wellbeing, reporting problems to the teacher as appropriate.
- Respond to questions from students relating to the instructions and lesson materials / content. Address questions about the work and procedures and provide support as needed.
- Support the use of IT in learning activities where appropriate and develop students' competence and independence in its use.

- Monitor and record the completion of pre-planned work. Assess and record and report on development, progress and attainment as agreed with the teacher.
- Collect students' work at the end of the lesson and return to the appropriate teacher or teacher's representative in accordance with the school's teacher cover policies and procedures.

Classroom Management

- Liaise with the teachers about provision and distribution of learning resources and suitable teaching materials relating to the relevant curriculum area and stage of progress of the students.
- Ensure the classroom is a safe and secure environment for all students.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with the school's behaviour management policies and encouraging students to take responsibility for their own behaviour.
- Apply rewards and sanctions as appropriate in line with the school's policy, giving praise and recognition for good work, effort and progress.
- Maintain a positive and productive learning environment by managing student behaviour in line with school policies and procedures.
- Deal with any immediate problems or emergencies that may occur in the class whilst covering the teacher's absence in accordance with the schools recognised policies and procedures.
- Be responsible for keeping and updating records as agreed with the teacher and report to the teacher (or appropriate representative in the teacher's absence) any issues that may have arisen including problems with pre-planned work, behavioural issues, concerns that arose during the lesson.
- In the case of longer-term teacher absence, liaise with SLT to ensure appropriate planning and resource allocation, considering student progress in previous lessons, for continuity in learning over a series of lessons.
- Provide feedback to the teacher on the progress made by students, their effort and attitude to learning and the work completed.
- Ensure that classrooms are clean and tidy after lessons, and all teaching materials and resources accounted for and stored securely when not in use.

Additional Responsibilities

- Carry out administrative tasks associated with all the above duties, especially those related to cover and student supervision.
- Attend teacher training and department meetings as appropriate to ensure that teaching skills are kept up to date and that the school's policy for teaching and learning is applied consistently in all covered lessons.
- Assist with invigilation during exams and tests.
- Support students in intervention programs or other learning activities.
- Escort and supervise students on educational and out of school activities.
- Guide and support students in their personal, emotional and social development.
- Prepare and present displays.
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
- Assist students with eating, dressing and hygiene as required, whilst encouraging independence.
- Be involved in planning, organising and implementing individual development plans for students (such as individual education plans), including attendance at and contribution to reviews.
- Work with students not working to the normal timetable.

Key Qualities and Skills

- Resilience and Reliability – the ability to remain calm and composed under pressure, especially when managing student behaviour.
- Strong Communication Skills – the ability to explain clear instructions, answer questions and communicate with both students and teachers.
- Classroom Management Skills – the ability to create a positive and productive learning environment.

- Flexibility and Adaptability – the ability to work with different age groups and subjects, and to adapt to changing circumstances.

General Responsibilities applicable to all staff

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; prioritising students' needs.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

Special Conditions of Employment
Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people. All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

PERSON SPECIFICATION – Class Cover Supervisor

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	Attainment of GCSEs grade C or above in English & Maths (or able to demonstrate equivalent numeracy/literacy skills to a level 2 standard of education) Pupil behaviour management training Level 3 Certificate in Cover Supervision of Students in Schools (City & Guilds or OCR) or equivalent qualifications or experience Training in behaviour management techniques Working in an education environment Excellent practitioner with the ability to inspire and develop others Experience of implementing and delivering a range of intervention programmes with individual students, small groups and whole classes	Qualified Teacher Status or equivalent higher level qualification in teaching Working towards Level 3 NVQ or Level 3 Diploma in specialist support for teaching and learning Training in the relevant strategies or curriculum areas Proven track record of raising educational standards Level 3 Safeguarding Training First Aid Training	Application Certificates
Skills and Experience	A proven track record of working with students of the relevant age in a learning environment Understanding of principles of child development and learning processes Knowledge and compliance with policies and procedures relevant to child protection and health & safety Knowledge of specific curricular areas of key stages	Relevant experience to include providing specialist support within certain areas of the curriculum or with specialist pupil groups Experience of supporting children with Special Education Needs	Application Interview Assessment

	Understanding of relevant policies/code of practice and awareness of relevant legislation Ability to relate well to young people and adults Good oral and written communication skills Good listening skills ICT skills appropriate to the role Effective time management Effective and efficient organisation and administrative skills Committed to continual personal and professional development		
Specialist Knowledge and Skills	A commitment to maximising the academic, personal, social and emotional development of all students Leading by example with strong professional standards Discreet at all times Work constructively as part of a team Effective communication with all stakeholders including students, staff and parents Willing to work within organisational procedures, processes and to meet required standards for the role Be resilient and demonstrate an ability to work well under pressure Able to adopt a flexible working practice Excellent record of attendance and punctuality Champion for children Enthusiastic, approachable with excellent interpersonal skills Confident communicator Clear understanding of inclusion Caring, child centred Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people	Awareness of the SEN Code of Practice and guidance on meeting SEN Practical skills relating to planning & utilising individual learning programmes Fully meets the nationally recognised HLTA standards Experience of staff training Experience of providing exam dispensation, appropriate testing and support TIS training (or similar)	Application Interview Assessment

	Committed to promoting equality of opportunity and inclusion		
Behaviours and Values	Self-motivated and able to work constructively as part of a team and as a leader Able to adapt approach to suit circumstances and audience Adopt a reflective approach towards professional decision making Ability to relate well to children and adults and to inspire others to excel A desire to facilitate achievement Ability to work to deadlines and methodical approach to work Ability to thrive under pressure Ability to manage challenging situations including with students and stakeholders Deeply committed to equality of opportunity, British Values and diversity Energy and enthusiasm		Application Interview Assessment