Job Title: Cover Supervisor	**Pay Scale:** PPS8
Normal Place of Work: The Priory Lincoln Academy	**Line Manager:** SLT person required for Curriculum
Role Summary: To cover lessons for absent teaching colleagues. To prepare and deliver programmes of work to groups or individual students. To promote development and learning (physical, emotional, educational and social) of all students. To liaise with Heads of Department and SENDCo. To support students with special needs and to cover for absent colleagues.	

DUTIES AND RESPONSIBILITIES

1. Cover lessons for absent teaching colleagues:
    - To deliver lessons as prepared by absent colleagues or by departmental staff in their absence
    - To use the lesson plan provided by member of staff or department to deliver the lesson

2. Prepare and deliver work programmes to groups or individual students:
    - Plan lessons in line with curriculum policy, where appropriate
    - Deliver lessons to groups or individual students
    - Assess work, monitor progress and assess developing needs

3. Promote development and learning (physical, emotional, educational and social):
    - Have familiarity with all special educational needs
    - Foster growth, self-esteem and independence
    - Observe, record and report the development and progress of students

4. Liaise with Heads of Departments to support curriculum delivery.

5. Liaise with SENDCo to support absent SEN colleagues:
    - Cover for absence of Students Support Assistants, as appropriate.

This list is not exhaustive and you may be required to undertake any additional duties within the general scope of this role as determined by your line manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Headteacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	
• Teaching and support staff	
• External agencies	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6-month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Cover Supervisor

		Essential	Desirable	How assessed*
	QUALIFICATIONS			
1	GCSE English and Mathematics grade (A-C) or equivalent experience	X		AF / Cert
2	Level 3 Award/Certificate in Supporting Teaching and Learning in Schools or Level 3 Certificate in Cover Supervision or equivalent experience	X		AF / Cert
3	Proficient in the use of email and the internet	X		AF / Cert
	KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
4	Ability to demonstrate good subject and curriculum knowledge	x		AF / IV
5	Successful experience of managing an effective classroom environment to support student learning and positive behaviour	X		AF / IV
6	Ability to organise and prioritise own work	X		AF / IV
7	Capable of working without supervision	X		IV/AF
8	Recent and relevant experience of working in a school academy	X		AF / IV
	SKILLS AND ABILITIES			
9	Excellent oral and communication skills	X		AF / IV
10	Ability to work on own intiviative and as part of a team.	X		AF / IV
11	Good planning and organisational skills	X		AF / IV
12	Ability to use IT at a level commensurate with job role.	X		AF / IV
13	Professional and responsive attitude and behavior towards colleagues.	X		AF / IV
14	A passion for teaching and a desire to see children achieve their full potential in all areas of their lives.	X		AF / IV
	WORKING ARRANGMENTS AND PERSONAL AVAILIBILTY			
15	Willingness to update and adapt skills as required.	X		IV

*Key to how skills are assessed:

AF = Skill assessed via application form
AT = Skill assessed via test/work-related task
IV=Skill assessed via interview
Cert = Certificate checked at interview

I have read and accepted the content of the job description.

Signed Line Manager : .....

Dated: ……

Signed Employee……..

Dated……

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