

Job Description	
Role	Cover Supervisor
Contract	Fixed until 31 August 2021 in the first instance
Hours	8:15am to 4:30pm
Salary	UCL Academy Pay Scale 6, SP 18 £29,543, pro rata to £25,665.92 term time only
Reporting to	Senior Cover Supervisor

Purpose of Role

- To work under the guidance of senior teaching staff to provide cover for planned and unplanned absence of teachers within the agreed system of supervision.
- To provide additional support as directed by the Vice principal.
- To provide cover to lessons, duties and other school operations as directed by the Vice Principal

Responsibilities

- Provide classroom cover for teaching staff who are absent (covering short term absences), whether it be whole groups, large or small class settings.
- Maintain an orderly and purposeful environment in which students can complete work set by the classroom teacher/department.
- Implement the academy's behaviour system and all relevant school policies.
- Report back to the team leader on a daily basis.
- Invigilate internal and external examinations when required.
- Accompany visits and field trips as required.
- Lead extra-curricular activities.
- To work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate
- To monitor and evaluate pupil responses to learning activities
- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and any other matters.
- To undertake marking of pupils work that has predetermined answers and involves no element of professional judgement or assessment.
- Accurately record all achievement and progress.
- Promote positive values, attitudes and good behaviour, dealing promptly with conflict in line with established policy
- Liaise sensitively and effectively with parents/carers as agreed with the teacher. Administer and assess routine tests and invigilate exams/tests where required.
- Support the use of ICT in learning activities and develop pupils competence and independence in its use.
- Undertake the duties of a level tutor. To lead a tutor group long, medium or short term. To cover tutor time or PSCE and deliver the required programs in full including being part of the coaching and monitoring processes.
- To cover duties and other school systems as and when requested.

- Undertake any other duties as directed by SLT.

General - The post holder will be required to:

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Adhere to the Academy's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- Work in accordance with the Data Protection Act and GDPR guidance.
- Uphold the Academy's policy in respect of safeguarding and child protection matters.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the Academy. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- All permanent staff (who have successfully completed a probationary period) are required to participate in the performance management process and engage in continuous professional development to ensure that professional skills and knowledge are up to date.
- The job purpose and key statements remain indicative and by no means exclusive – given the evolving needs of the Academy, flexibility among staff is very important.
- All employees are under the reasonable direction of the Principal.

Signed _____

Date _____

Job Specification Cover Supervisor		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education including English and Maths and IT skills. • NVQ Level 3 or equivalent. 	<ul style="list-style-type: none"> • Educated to Degree Level • Teaching qualification
Experience	<ul style="list-style-type: none"> • At least 6 months' experience of working as a cover supervisor with students of the relevant age. • Experience of working in a learning environment or other similar situation • Experience of the establishment and maintenance of record systems. • Experience of successful classroom behaviour management. 	<ul style="list-style-type: none"> • Understanding of the curricular requirements of the Academy, these to include statutory requirements. • SIMS experience and willing to develop knowledge and skills further.
Knowledge / skills	<ul style="list-style-type: none"> • A knowledge and understanding of the procedures and practices related to Cover Supervision. • Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs • Ability to work under pressure and remain calm in a crisis. • Ability to use own initiative to work flexibly and respond positively to a range of situations • Competent in the use of ICT applications for administration of cover and to support teaching and learning. Experienced in using Microsoft office applications and willing to extend IT skills • Able to input, interpret and summarise data accurately. • Excellent communication skills both orally and in writing and good presentation skills. • Ability to manage students in a classroom/ superstudio setting. • Effective time management and organisational skills and an ability to produce work to meet tight deadlines with minimal supervision. • Ability to deal with a large volume of enquiries from staff, students and parents. • Knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Accurate with an eye for detail. • Understand and respect the principles of Confidentiality 	<ul style="list-style-type: none"> • First Aid qualification
Personal Qualities	<ul style="list-style-type: none"> • Proactive and flexible, particularly in relation to the hours worked during peak times. • Ability to remain calm in challenging and pressured situations. • Exercise a high degree of integrity and confidentiality. • Commitment to support the Academy's ethos • A commitment to the protection and safeguarding of children and young people • The ability to demonstrate a caring attitude to students and colleagues • A willingness to pursue professional and personal development. 	
	A satisfactory enhanced DBS Disclosure.	