

|  |
| --- |
| **Cover Supervisor** |
| We know from experience that things change throughout the lifetime of a role and so this JD isn’t a list of everything you will do – this gives our people the chance to play to their strengths. |
| **How you will make an impact…** |
| * Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values. * Taking responsibility for your own development - that way we can make the biggest impact! * We are always looking for someone who can contribute to our growth. * More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we’d love it if they resonate with you too. |
| **About the role…** |
| **Main purpose of the role:**   * Working in partnership with the teacher: * to instruct students in relation to the work left by the subject teacher * to ensure students are provided with the necessary resources to facilitate learning * to register and record student attendance in lessons * to answer students’ queries in relation to the instructions left by the subject teacher * to liaise with the Faculty Leaders in relation to the work set by subject teachers as appropriate * to supervise the class for the duration of the lesson * to ensure classes enter and leave classrooms in an orderly manner * to ensure the classroom is left tidy and ready for the next lesson after dismissing the class * to mark work as appropriate * to report to the appropriate senior member of staff at a given point in the day * to assist in establishing good order within the school, including undertaking duties as necessary * to deal with, record and report incidents of inappropriate behaviour, in accordance with the school’s behaviour policy and procedures * to support and supervise after school study support activities * to work with support staff allocated to the teaching area * to work to agreed school policies and procedures   **Key accountabilities:**  Working in partnership with Support:   * to facilitate participation and learning, helping to build confidence and self-esteem, so that all students, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers * to take responsibility for producing packs of work (in collaboration with Subject Leaders) for students who are excluded from school * to arrange work from departments for students in isolation   Supporting the school by:   * supervising students at break and lunchtimes when required * supporting supervision of students during after school detentions * assisting with morning and afterschool supervision of students * supporting after-school clubs and activities * helping with educational visits and outings * attending staff meetings, teacher training days and training courses as appropriate * supporting school admin processes, as required * supervising learning areas across the school such as the sixth form study rooms * supporting revision sessions during the school holidays prior to examinations.   **General Information**   * The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. * The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. * Therefore, it is the postholder’s responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation. * The above duties may involve having access to information of a confidential nature which may be covered by the GDPR. Confidentiality must be maintained at all times.   **As a member of staff of The Trust**   * Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance * Role model high levels of literacy and numeracy including modelling appropriate language * Aspire to develop own professional skills and qualifications * Use all forms of social media appropriately * Take responsibility for the reputational management of all sites across the Trust * Contribute to systems of evaluation and performance of the organisation positively |
| **About you…** |
| This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:  **Qualifications and Training**  Essential   * Experience working with young people * Good standard of basic education, equivalent to NVQ 3 * Commitment to continued professional development   Desirable   * Experience of working with young people in a learning environment * ICT qualification/training * Certificate in Support/Learning   **Experience, Knowledge and Skills**  Essential   * Excellent communication skills * Ability to deliver effective supervision of young people * Ability to provide a supportive learning environment * Ability to work using own initiative in responding to challenging situations * Ability to remain calm * Ability to establish good professional relationships with colleagues at all levels * Willingness to take responsibility * Commitment to own learning   Desirable   * IT skills * Understanding of numeracy and literacy applications * Understanding of an effective classroom environment * Understanding of the variety of ways that children can learn   **Values and Personal Competencies**  Essential   * Interpersonal skills * Energy and enthusiasm * Self-motivation * A positive role model for young people and colleagues. * Ability to develop effective professional relationships with students and staff. * Organisational skills * Good health record * Professional appearance * Sense of humour * Good attendance and punctuality record.   Desirable   * Flexibility and adaptability * Listening skills * Committed to the values and vision of the Trust. * Team focused with the ability to work independently and take initiative. * Committed to equality, diversity and inclusion. * Strong morals, ethics and sound judgement. * A role model of the Trust’s Values. |