**Job Title:** Cover Supervisor

**Pay Scale:** NJC 7 - 12

**Location:** Bishop Alexander LEAD Academy

**Line Manager:** Assistant/Deputy Headteacher

**Job purpose:**

To support teachers and students as directed and ensure that classes are appropriately managed during times of teacher absence. To be responsible for the delivery of pre-planned cover of lessons and the delivery of daily PSHE

**Duties and Responsibilities:**

* To undertake classroom activities as directed by teachers to support teaching and learning process
* To assist in the preparation of resources and display
* To mark students’ work in accordance with Academy policies and teacher instructions
* To undertake administrative duties as requested by teachers
* To maintain student records in accordance with statutory procedures, Academy policies and as directed by the Assistant/Deputy Headteacher
* To liaise with Learning Resource staff and ICT staff to ensure teachers requirements are met to ensure high quality teaching and learning
* To manage the behaviour of pupils to ensure a constructive environment is maintained, by using a range of strategies
* To assist the teacher in the classroom as timetabled / requested
* To respond to student needs as they arise in the classroom
* To undertake break and lunchtime activities
* To work with teachers to prepare appropriate lessons / resources when absence is known in advance
* To compile appropriate lesson activities / resources in liaison with other teachers when absence is not known in advance
* Ensure that all communications with parents demonstrate the values of the academy and the L.E.A.D. Academy Trust
* Attend all meetings and functions necessary to support the work in this job description

**Influencing and Managing Relationships:**

• Headteacher

• L.E.A.D. Central Support

• External agencies

• Parents and carers

• Governors

• Senior Leadership Team

• Staff

**Other Academy Specific Responsibilities:**

(to be agreed on appointment)

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

**Cover Supervisor Person Specification**

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

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| --- | --- | --- | --- |
|  | | **E** | **D** |
| **Qualifications and Attainments** | * Studied to a minimum standard of GCSE (grade A\* - C), or equivalent, in English and Maths * Level 3 qualification * A degree or post graduate qualification | E  E | D |
| **Skills and**  **knowledge** | * Ability to contribute to the delivery of lessons. * High level of oral and written communication skills * Ability to work as part of a team * Able to work to tight deadlines, managing and prioritising time effectively * Self-starter, with and ability to work independently & use own initiative to overcome obstacles | E  E  E E  E |  |
| **Experience** | * Previous paid or voluntary work with young people * An understanding of Keeping children safe in education * An understanding basic school organisation * A basic knowledge of the work of a school * Experience working with children with Special Educational Needs | E  E E  E | D |
| **Personal Attributes** | * Have an openness to learning and change * Have a positive attitude to personal development and training * Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility | E  E E |  |
| **Additional Requirements** | * This role is subject to an enhanced DBS * May be required to work out of school hours to support the academy | E  E |  |