

Job title: **Lead Cover Supervisor**
Responsible to: Vice Principal – Teaching and Learning
Grade: 6

Job purpose:

Manage all cover supervisors and review, develop, implement and monitor the appropriate cover support systems and structures.

Arrange daily cover and administer cover requirements, contacting supply agencies where necessary.

Covering the lessons of absent staff and delivering high quality learning experiences for the students.

Provide day-to-day line management of the cover supervisors; monitoring attendance, deployment and liaising with Senior leaders to ensure cover and administrative needs are met.

Lead Cover Supervisor - Main Duties:

1. Lead the organisation of all aspects of the administration of cover including taking phone calls and messages from absent staff and recording the reason for absence, timetabling the cover required as per academy requirements.
2. Manage all cover supervisors and review, develop, implement and monitor the appropriate cover support systems and structures.
3. To organise cover for lesson, tutor time, break and lunchtime duty cover.
4. Manage all cover supervisors and review, develop, implement and monitor the appropriate cover support systems and structures.
6. Assist with the training of additional cover supervisors.
7. Liaise with subject leaders to create a bank of resources to assist learning.
8. Act as the point of contact for all staff who require cover arrangements through unplanned absences.
9. Keeping up to date records for safeguarding purposes.

Cover Supervisor

1. To supervise whole classes during the short-term absence of teachers as directed.
2. To deliver programmes of study and cover work in line with the requirements and specification of teaching staff and/or curriculum area leaders.
3. To establish an appropriate learning environment.

4. To undertake registration duties, ensuring class registers are taken within agreed timeframes.
5. To assist with the development and implementation of Individual Education, Behaviour, Support and/or mentoring plans.
6. To provide objective and accurate feedback and reports as required to the teacher on the achievement, progress and other matters of classes which have been covered or about individual students who have received support.
7. To establish productive working relationships with students, acting as a role model and setting high expectations in line with the school's agreed policies generally and specifically in relation to behaviour for learning and health & safety.
8. To promote independence and employ strategies to recognise and reward achievement of self-reliance in line with the Trust rewards initiative.
9. To provide feedback to students in relation to progress, achievement, behaviour and attendance.
10. To receive and supervise students not working to a normal timetable.
11. To participate in comprehensive assessment of students to determine those in need of particular help.
12. To assist and support with provision for students with special educational needs and disabilities.
13. To develop 1:1 mentoring arrangements with students and provide support for students who may need additional support.
14. To promote the effective reintegration of students who have been absent.
15. Develop lesson plans and resources to support delivery of effective cover lessons and tutor time activities.
16. Determine the need for, prepare and maintain general and specialist equipment and resources.
17. To assist with duties as directed including during student's lunchtime and at the end of the day.
18. To support with delivery of the enrichment offer for students including supporting after-school activities.
19. To undertake general administration for departments as directed by the Cover Team Coordinator.

Standard for all jobs

- To perform services not only for Dudley Academies Trust but also for any subsidiary as required.
- To take a proactive role in the identification of personal and group training and developmental needs which support Trust's objectives and to actively participate in the fulfilment of identified training and development needs.
- To contribute to promotional activities both inside and outside the Trust and to assist in the production of promotional and publicity materials as required.
- To operate at all times within both the spirit and the practice of the Trust Equal Opportunities policies.

- To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards/unsafe practices or incidents as appropriate.
- To represent the Trust in the best light at all times.
- To maintain such records and undertake administrative duties as may be determined by the Trust.
- To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Chief Executive or line manager.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document nor a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the Trust.

Prepared by: Laura Round, Senior HR Officer

Date: November 2022

Name of post holder (*please print*): _____

Signed by post holder: _____

Date: _____

Person Specification

	Ess	Des	Method of Assessment
<u>Education/Qualifications and Training</u>			
NVQ 3 in Supporting Teaching & Learning or equivalent qualification.	✓		App Form
Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.	✓		App Form/Int
Understanding of the principles of child development and learning processes.	✓		App From / Int
Demonstrable experience of working with or caring with children of a relevant age.	✓		App Form / Int
Appropriate first aid training.		✓	App Form
<u>Experience</u>			
Recent relevant experience.	✓		App Form/Int
Demonstrable experience of working with or caring with children of a relevant age.	✓		App Form / Int
Experience in a learning environment.	✓		App Form/Int
Experience of working with learners with additional needs.	✓		App Form/Int
<u>Skills and Abilities</u>			
Ability to relate well to children and adults.	✓		App Form/Int
Ability to work constructively as part of a team.	✓		App Form/Int
Ability to understand classroom roles and responsibilities and your own position within these.	✓		App Form/Int
Ability to understand principles of child development and learning processes and in particular, barriers to learning.	✓		App Form/Int
Excellent interpersonal and communication skills.	✓		App Form/Int/MT
Ability to work independently, using own initiative.	✓		App Form/Int
<u>General</u>			
Effective use of ICT and other specialist equipment/resources.	✓		App Form/Int
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓		App Form/Int
Awareness of current Health & Safety Legislation and procedures.	✓		App Form/Int
<u>Safeguarding</u>			
Must be suitable to work with young people and vulnerable adult.	✓		App Form/Int/Checks

E = Essential	App Form = Application Form	Int = Interview
D = Desirable	Test = Interview Test	Pr = Presentation
	Ref = Reference	MT = Micro teach
	Checks = Disclosure and barring service	

The Dudley Academies Trust operates a no smoking policy