

JOB DESCRIPTION

Job Title:	Cover Supervisor
Hours:	Full or part time, term time only
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Headteacher/Head of School
Liaison with:	All Staff, Administration team, Senior Leadership Team, Students, Parents/Carers, External visitors

Purpose of job

To supervise whole classes under the guidance of teaching/senior staff. Including implementing work programmes, managing pupil behaviours and assisting pupils in relevant activities in line with the school's policies and procedures.

Duties and responsibilities

- Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
- Respond to any questions from pupils about process and procedures but excluding lesson content
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- As required and under the guidance of teaching/senior staff, undertake a range of other activities to support pupils learning that may include: contributing to lesson planning, evaluating and adjusting lessons, implementing agreed learning strategies etc.

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Safeguarding and Data Protection

Work within the requirements of Data Protection legislation at all times.

Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.

- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order
<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

PERSON SPECIFICATION: Cover Supervisor

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA		M.O.A.
EDUCATION/ QUALIFICATION	<ul style="list-style-type: none"> • GCSE's in English and Mathematics • Degree or equivalent 	AF/I AF/I
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> • Experience of working in a school • Experience of supporting children in a classroom environment • Knowledge of current educational issues 	AF/I AF/I AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	<ul style="list-style-type: none"> • Ability to manage the behaviour of students and promote and maintain a calm working environment • Knowledge of Product Design • Ability to relate well to students • Good ICT skills • Excellent interpersonal skills • Good organisational skills • Ability to identify work priorities and manage own workload • Ability to interpret varying situations and adapt accordingly • Ability to establish positive relationships to cope with conflicting demands and interruptions • Ability to meet the physical demands of the post 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	Willingness to participate in further training and development opportunities offered by the school/Partnership	AF/I
OTHER	Ability to demonstrate commitment to Equal Opportunities	AF/I
CONTRA INDICATION	Positive Disclosure relating to young people or vulnerable adults	AF/I