

Job Description

Post Title:	Cover Supervisor
Location:	George Spencer Academy
Salary/Pay Range:	NJC07 – NJC11
Hours of work:	<i>Full Time, 37 hours per week, Term Time only</i>
Reporting to:	Assistant Principal and Operations Manager

Purpose of Role

A Cover Supervisor is appointed to work within the school as part of the Faculty Support team. Cover Supervisors are required to supervise whole classes during any absence of teachers. The primary focus when supervising will be to maintain good order and to keep students on task. The Cover Supervisor will need to respond to questions and generally assist students to undertake set activities. The role requires the post-holder to supervise classes and groups of students in the absence of a teacher and to support the work of the school by undertaking a range of administrative tasks.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Specific responsibilities include:

General and In-Class Duties

- Liaise with the Operations Manager at the start of the working day to establish commitments for the day.
- Provide cover for form time learning sessions and duties as required.
- Ensure that work set for students is given out along with appropriate resources and where necessary read out instructions and guidance.
- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Use classroom/teaching skills/training/experience to support students.
- Promote positive values, attitudes good student behaviour and health and safety, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

- Manage the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly and productive including completing electronic registers for registrations and every class.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Rewarding students, where appropriate, in accordance with school procedures.
- Reporting as appropriate, using the school's agreed referral procedures on the behaviour of students during class, any issues arising.
- Establish productive working relationships with students, acting as a role model and setting high expectations to promote self-esteem and independence.
- Promote the inclusion and acceptance of all students within the classroom.
- Recognise and respond to the individual needs of students.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Provide feedback to students in lessons.
- Support the use of ICT in delivering learning activities and develop students' competence and independence in its use.
- Implement agreed learning activities/teaching programmes/ practical lessons, adjusting activities according to student responses/needs.

When not required to cover classes or groups of students the Cover Supervisor may:

- Provide support to other teams in the academy, including preparation, and organisation of resources and support to teaching staff, support staff and students when cover is not required.
- Provide support for the SEN department by working on an individual or small group basis with students with particular needs adjusting lessons/work plans as appropriate.
- Carry out specific admin tasks under the direction of their line manager.
- Support other lessons within the academy either as a TA or alongside another Cover Supervisor.
- Administering and assessing routine tests and invigilating exams/tests.
- Support the academies day to day running.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	*	
GCSE Maths and English grade C or equivalent	*	
Full clean driving license		*
Background knowledge of external agencies to support students and their families	*	
Current First Aid qualification or willingness to undertake First Aid Training		*
Previous experience of working in a school/academic environment		*
Knowledge and skills		
Ability to work calmly under pressure	*	
Ability to communicate clearly orally and in writing	*	
Ability to work collaboratively with others	*	
Ability to work within school based systems and specified timelines	*	
Excellent organisational and administrative skills	*	
Accuracy and attention to detail	*	
High level of ICT skills including the use of Microsoft Office applications (Word, Excel Powerpoint)	*	
Excellent presentation skills	*	
Ability to relate to young people in a firm but fair manner	*	
Understanding of current trends in education	*	
Ability to use SIMS or equivalent		*
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	*	
Energy and enthusiasm, friendly and positive attitude	*	
A diplomatic and patient approach	*	
Ability to build and maintain positive relationships with young people and colleagues as individuals and in groups	*	
Initiative and ability to prioritise own work and that of others to meet deadlines	*	
Efficient and meticulous in organisation	*	
Able to follow direction and work in collaboration with the leadership team	*	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	*	
A commitment to on-going personal development and willingness to undertake appropriate training	*	
Good record of attendance and punctuality	*	
Ability to evaluate own development needs and those of others and to address them	*	
Commitment to the highest standards of child protection and safeguarding	*	
Recognition of the importance of personal responsibility for health and safety	*	
Not barred from working with children	*	
Commitment to the Trust's ethos, aims and whole community.	*	