

## **Job Description**

<b>Job Title:</b>	<b>Cover Supervisor</b>
<b>Location:</b>	<b>Tendring Technology College</b>
<b>Hours of work:</b>	<b>30 hours per week, 39 weeks per year</b>
<b>Reports to:</b>	<b>SLT, Faculty Leaders, Cover Managers</b>

## **Purpose of the Role:**

To supervise whole classes during the short-term absence of teachers. Classroom Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task. Classroom Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development). Classroom Supervisors will not therefore be subject to a 'system of performance management' other than the general supervision application to all staff and will act under the professional direction of teachers.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## **Responsibilities:**

### **Support for students:**

- Supervise students engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all students within the classroom
- Keep students on task and respond to general queries

### **Support for teachers:**

- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

### **Support for the curriculum:**

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

### **Support for the College:**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop

- Participate in training and other learning activities as required
- Attend relevant college meetings as required
- To respect confidentiality at all times

#### **Other duties:**

- Classroom Supervisors will be required to act as examination invigilators
- Provide classroom support with a teacher
- Administrative duties
- Associated other duties that may be required from time to time

#### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

#### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

#### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

## **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

## Person Specification

**Job Title: Cover Supervisor**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>English/Literacy and Mathematics/Numeracy to at least Level 2 of the National Qualification framework.</li> </ul>	<ul style="list-style-type: none"> <li>A knowledge and understanding of learners needs in a specialist area</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements</li> <li>Understanding of aims, content, teaching strategies and intended outcomes in lessons</li> <li>Working and supporting learners in an educational environment (<i>preferably secondary phase*</i>)</li> <li>Experience of effective delivery of specific areas of the curriculum to individuals and in small groups</li> <li>Knowledge of the key factors affecting the way young people learn</li> <li>Knowledge of a range of strategies to establish purposeful learning and promote good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting learners with specific needs</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>

	Abilities	<ul style="list-style-type: none"> <li>• Use of ICT to advance both own and students' learning</li> <li>• Developed administrative skills including report writing and observations/evaluations</li> <li>• Ability to organise, prioritise and work on own initiative</li> <li>• Written – Ability to record basic information and undertake written tasks as required</li> <li>• Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone</li> <li>• Ability to communicate effectively and sensitively with Academy staff, professionals and parents/carers</li> <li>• Relationships – Experience of forming appropriate and productive relationships with students, staff and parents</li> <li>• Team work – Proven experience of effective team and independent working</li> <li>• Ability to work with collaboratively and flexibly within a team and contribute to team development</li> <li>• Confidentiality – Comprehensive understanding of confidentiality issues within a school environment</li> </ul>	
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<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Patient understanding attitude</li> <li>• Common sense</li> <li>• Tact and patience</li> <li>• The ability to stay calm in an emergency</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services</li> </ul>	