

Job Description

Job title: Cover Supervisor	
Main purpose of job: <p>To supervise whole classes during the short-term absence of teachers. The role will give instructions for the lesson as provided by a teacher and the primary focus will be to maintain good order and to keep students on task.</p> <p>Cover 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). Cover Supervisors will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.</p>	
Department: Cover Department	Location: Plume Academy
Position reports to: Line Manager Cover	Position is responsible for: No Supervisory Duties
Length of contract: Permanent – Term Time Only (38 Weeks), 37, 8.10am - 4.30pm, Monday to Thursday, 8.10am – 3.10pm Friday	Salary: Local Government Pay Scale, Band 3 (Point 21-25) Actual starting salary £17,795

Main duties
Main Duties Support for Students <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 pupil 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 Academy

- 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 Academy meetings as required
- To respect confidentiality at all times
- When not engaged in cover supervision, provide administrative support to faculties

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

The Trustees of Plume Academy remain fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Last updated: September 2020

Date of next review: Annually in line with the PMR process.

Person specification form

Job Title: Cover Supervisor

Department: Cover Department

Factor	Essential?	Desirable?
Qualifications	Qualifications in Maths and English at minimum C grade GCSE or equivalent Level 2 qualification and A Level educated	Further Degree Qualification
Relevant experience	Experience working with young people aged 11-16	Experience working with young people in an educational capacity and/or with young people who have emotional and behavioural difficulties
Aptitude, skills and abilities	<ul style="list-style-type: none"> • Work effectively as part of a team and contribute to group thinking, planning etc. • Effective time management • To be flexible • Ability to follow instructions accurately • Use own initiative and work independently • Excellent communication skills with adults and children, verbally and in writing • Motivate, inspire and have high expectations of pupils • Creative approach to problem solving • Work calmly under pressure • Committed to personal and professional development • Awareness of, and commitment to, equalities issues • A good understanding of child development and learning processes • Ability to undertake pupil record keeping as requested, record achievements and progress and provide appropriate feedback for the teacher • A good understanding of numeracy and literacy rules to support learning 	

Personal attributes	<ul style="list-style-type: none"> • Ability to relate well to children and adults and establish good working relationships • Ability to provide support for pupils, including those with special needs, ensuring their safety and well-being • Ability to utilise a range of strategies to support pupils in making progress • Act as role model • Use ICT effectively to support learning • Constantly improve own practice through self-evaluation and sharing good practice • Understand classroom roles and responsibilities and your own position within these • Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment • Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection 	
Disposition	Good Communicator with a cheery disposition.	

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