



## **Job Description**

<b>Job Title:</b>	<b>Cover Supervisor</b>
<b>Location:</b>	<b>Greensward Academy</b>
<b>Hours of work:</b>	<b>32.5 hours per week</b>
<b>Weeks Per Year:</b>	<b>39 weeks per year (term time only)</b>

## **Purpose of the Role:**

- To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.
- To supervise whole classes during the short-term absence of teachers.

## **Responsibilities:**

- To ensure that students work in a calm and secure environment and manage the behaviour of students while undertaking work.
- Act as a role model, maintaining high standards of student work, conduct and behaviour and use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour.
- Respond to questions about process and procedure and encourage students to improve the quality of their work and keep on task.
- Promote the inclusion and acceptance of all students within the classroom and be aware of the targets outlined in a student's Individual Education Plan.
- To ensure that students use equipment safely.
- Refer any students' concerns to the relevant Tutor, Head of House and Head of Department.
- To keep a record of student attendance at and punctuality to, lessons and report any notable observation to the attendance officer by completing attendance registers.
- Check uniforms and jewellery and refer any problems to the Head of House.
- To attend in-house training sessions and other meetings at the end of the school day for approximately two hours each month. Attend relevant Academy meetings as required.
- To read and conform to the relevant Academy policies pertinent to the post, with particular reference to the confidentiality policy.
- All appointments made are, as usual, subject to the receipt of satisfactory references and a police record check.

## **Support for Teachers**

- Collect any completed work after the lessons and return it to the appropriate teacher.
- Using the Academy's agreed referral procedures provide objective and accurate feedback to the teacher on the conduct of the lesson and keep appropriate records as agreed with the teacher.
- Promote positive values, attitudes and good student behavior, 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 and make appropriate use of equipment and resources.

### General

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- To understand and apply Academy policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development
- Attend relevant Academy meetings as required
- To respect confidentiality at all times
- 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 & safety in the work place.
- Ensure that all duties and services provided are in accordance with the Academy's Equal opportunities Policy.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Other Clauses

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 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.
- 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.
- This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Headteacher.
- 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.
- 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.
- Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters.
- To undertake any other duties that may be reasonably required by your line manager or the Headteacher.





The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other reasonable duties commensurate with the post.

#### **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

#### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

#### **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:
Qualifications	Qualifications required for the role	English/Literacy and Mathematics/Numeracy to at least Level 2 of National Qualification framework.	A knowledge and understanding of learners' needs in a specialist area
Knowledge/Experience	Specific knowledge/experience required for the role		<p>Experience of supporting learners with specific needs.</p> <p>Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements.</p> <p>Understanding of aims, content, teaching strategies and intended outcomes in lessons.</p> <p>Working and supporting learners in an educational environment (<i>preferably secondary phase</i>).</p> <p>Experience of effective delivery of specific areas of the curriculum to individuals and in small groups.</p> <p>Knowledge of the key factors affecting the way young people learn.</p> <p>Knowledge of a range of strategies to establish purposeful learning and promote good behaviour.</p>
Skills	Line management responsibilities (No.)	<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>	



	Budget (size and responsibilities)	<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>• 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</li></ul>	<ul style="list-style-type: none"><li>• Developed administrative skills including report writing and observations/evaluations.</li></ul>



		<p>effective team and independent working.</p> <ul style="list-style-type: none"><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><li>• Creativity – Ability to work on own initiative.</li></ul>	
Personal Characteristics	Values	<ul style="list-style-type: none"><li>• Ability to demonstrate, understand and apply our values.</li><li>• Be unusually brave.</li><li>• Discover what's possible.</li><li>• Push the limits.</li><li>• Be big hearted.</li></ul>	
Special requirements		<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>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li></ul>	



		<ul style="list-style-type: none"><li>• Health &amp; Safety – An understanding of Health and Safety in the workplace and how this applies</li><li>• Continuous Professional Development – Commitment to increasing own learning and development</li><li>• Commitment to raising educational achievement, positive values, attitudes and behaviour</li><li>• Commitment to building and maintaining successful relationships with pupils</li><li>• An understanding of Equal Opportunities and the issues affecting the social, cultural, linguistic, religious and ethnic backgrounds.</li></ul>	
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