Job Description

Job Title:	Cover Supervisor
Department/Section:	Academic & Pastoral Support
Responsible for which other posts:	None
Responsible to:	Professional Assistant

Job Summary

To supervise students in the absence of their normal teacher in order that they can continue their learning by carrying out pre-set work set by the teacher. To maintain classroom management and following up any incidents both positive and negative using the Academy systems.

This job description may be amended at any time, following consultation and will be reviewed annually.

Key Duties and responsibilities

- To deliver pre-planned programmes of work to groups of pupils during short/medium term absence of teaching staff
- To assist in maintaining classroom discipline of those groups through the implementation of the School's Positive Behaviour Management Plan.
- Be familiar with the full range of School policies, particularly those relating to health and safety, equal opportunity and special educational needs (SEN).
- To provide support for teachers in numeracy/literacy/SEN intervention as required.
- To assist Curriculum Leaders (CL) in day to day departmental administrative duties, including classroom displays and photocopying, in assigned departments.
- To monitor and maintain accurate records of all equipment held within the department under the guidance of the CL.
- To support staff in the Success Centre as appropriate.
- Carry out other reasonable tasks as may be required to meet the changing demands of the School following consultation with Line Manager.

Support for the Teacher

- Work with the teachers to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work where appropriate and accurately record achievement/progress.

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy an encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents on occasion
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities to support learning.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use.
- Help pupils to access learning activities through their specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the Academy

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school in a totally professional manner.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings within normal contractual hours.
- Participate in training and other learning activities as required.
- 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.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

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- To carry out examination invigilation duties as and when required under the direction of the Examination Officer.
- Cover tutor groups as and when appropriate

General

- To attend relevant meetings and courses to update areas of job role
- To undertake such other duties as may be determined from time to time within the general scope of the post.

In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:
- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Adopt and promote "Don't Walk On By" policy and comply with all safeguarding requirements**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline.**

Signature of post holder	
Date	

Person Specification

Key Area	Essential	Desirable
Qualifications	• Excellent levels of numeracy and literacy. • NVQ 3 or equivalent • Competent use of ICT	• ICT qualification • A levels or evidence of FE desirable
Experience and Skills	• Knowledge for developing and implementing a range of behaviour techniques and classroom management • Significant use of IT systems to support learning • Working with young people 11 -16 • Use of other equipment/technology eg DVD, Digital media etc. • Excellent organisation and planning skills • Ability to relate well to young people and to adults. • Experience of working across curricular areas	• Working within a secondary school setting • Use of Behaviour Policies • Mentoring skills • Knowledge of planning short exercises to support learning
Other attributes	• Understands the schools development plan and how it relates to team and individual objectives. • Accepts supports and quickly implements change. • Identifies and promotes best practice and encourage the sharing of ideas. • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. • Requires minimum supervision. • Takes quick and effective action.	

	- Demonstrates focused implementation of role and responsibilities. - Builds strong team ethos where everyone feels valued. - Provides timely, sensitive and honest feedback on performance. - Is accountable for own development and encourages the ownership of development needs amongst team members.	

Signed	
Date	

Administration use only	
Job Ref	
Academy Committee Approval	
Last Updated	

COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE
Post Reference: TS010   **Post Title: Cover Supervisor**

Commitment & Motivation
- Displays energy and enthusiasm for work and is motivated to achieve, demonstrates flexibility
- Identifies own development needs and seeks learning opportunities understanding learning priorities that link with Academy's aims and objectives
- Engages in every learning opportunity and reflects on and develops own practice
- Liaises effectively with people demonstrating a willingness to share knowledge, learning and experience with others
- Uses initiative within clearly defined guidelines and displays sound judgement, based on factual information when making decisions
- Monitors own performance against high standards
- Actively seeks feedback, to inform self-development plans

Problem Solving & Decision Making
- Shows openness to new ideas and makes timely, confident decisions on a day to day basis
- Takes ownership and makes decisions that are achievable based on the appropriate information
- Uses initiative to make decisions without formal guidelines
- Gathers all relevant information to make informed decisions
- Analyses statistical information based on issues / trends to support decision making
- Takes ownership of problems and trials new approaches to reach a successful resolution

Planning & Organisation
- Organises and manages own tasks and work time effectively
- Implements operational plans for own areas of responsibility under guidance
- Provides feedback to inform planning
- Prepares resources including where appropriate relevant ICT
- Prepares for a specific activity taking account of varying needs and abilities of stakeholders

Implementing Change
- Contributes constructively to support change in own area of work with a view to improving performance
- Uses initiative and knowledge to implement given tasks or plans.
- Identifies and makes recommendations for improving performance in their own area of work
- Approaches change in a positive, flexible and enthusiastic manner

Managing Objectives
- Has a good understanding of own role and carries out task effectively, within deadline, fulfilling short term goals of the team
- Provides agreed feedback of effectiveness and progress
- Recognises the values, learning styles, management styles and ethos of the Academy

Raising Standards

- Contributes to setting individual objectives and agreeing measurable targets
- Collects supporting evidence and agrees success criteria
- Maintains consistent performance
- Remains focused on delivering results
- Takes responsibility for the quality of own work and keeps manager informed of how the work is progressing
- Provides support for learning activities including effective use of ICT to support pupils learning

Customer Focus
- Develops positive relationships and contributes to the prevention and management of challenging behaviour / promotes positive behaviour.
- Effective at drawing out information and understanding varying needs
- Takes ownership of issues, focus on providing the right solution depending on needs and abilities, keeping stakeholders up to date with progress
- Ensure that levels of service are maintained – identifying risks or concerns in order to meet stakeholder requirements
- Maybe responsible for appropriate use and security of relevant equipment
- Responsible for the safeguarding and welfare of pupils
- Has a good understanding of H&S legislation. Produces risk assessments, ensuring a safe working / leaning environment

Communication
- Communicates confidently using a variety of methods at different levels of ability and understanding
- Structures discussion in a logical way
- Interprets and analyses information to construct basic written reports including recommendations as appropriate
- Prepares materials for others to use
- Selects the most appropriate communication method for the topic and audience including those with complex needs
- Creates and delivers effective presentations
- Uses appropriate questioning techniques
- Actively listens and encourages open discussion
- Explains this clearly and concisely giving clear instructions

Impact & Influence
- Recognises behaviour patterns and implements agreed management strategies.
- Actively supports positive interaction with colleagues and has an awareness of fairness and diversity.
- Anticipates likely responses to situations, tailoring actions to create intended impact
- Responds to questions in a clear and concise manner appropriate to the recipient and work related procedures.
- Respects the opinion of others and accepts feedback.
- Develops and participates in networks and partnerships to achieve Academy's aims and objectives.

Team Working
- Focuses on achieving measurable outcomes

- Encourages all group members to join in fully supporting the development & effectiveness of team to achieve results
- Recognises when standards or measurable outcomes have not been met and takes appropriate action
- Shares and utilises best practice.
- Offers support & assistance to colleagues without prompting
- Positively contributes to dialogue and supports and coaches colleagues
- Sees own team within the context of the Academy

Qualifications & Skills
- Procedural knowledge in a specialist area to perform a range of tasks
- Excellent Literacy / numeracy skills
- Regular use of specialised software - ARBOR.
- NVQ 3 or equivalent

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