

Job Title:	Cover Supervisor	Job Category:	Support
Department/Group:	Teaching	Job Code/ Req#:	BA CS1
Location:	All sites as required	Travel Required:	Occasionally
Level/Salary Range:	Level 3C	Position Type:	Full Time
Reports to:	Associate Principal	Weeks per year:	38.6
Job Purpose			
<ul style="list-style-type: none"> To ensure curriculum and learning continuity for classes and lessons when colleagues are absent from the Academy 			
Job Description			
Role and Responsibilities			
<p><i>This job description should be read in conjunction with:</i></p> <ul style="list-style-type: none"> <i>The outcomes expected from the latest School Improvement plan and set of 'Key Performance Indicators'</i> <p>Specific Duties:</p> <ul style="list-style-type: none"> To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils. This includes lessons, registration and other duties where supervision is needed. To ensure that the work set by the teacher is carried out in accordance with the Academy Learning and Teaching policy. To check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answering pupils' questions about processes and procedures. To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the Academy Behaviour Management policy is adhered to. To deal with any emergencies or problems which occur, in line with Academy policies and procedures. To ensure that completed work is collected at the end of the lesson and returned to the teacher as appropriate. To report to the teacher after the lesson, any relevant curriculum or behavioural information in line with wider Academy policies. To provide feedback to the teacher, in line with the Academy Feedback policy. To, on occasion, use provided resources to plan lessons to cover a period of staff absence. 			

Other Duties:

- To organise, in advance where possible, the cover arrangements required for effective cover supervision.
- During periods where cover supervision is not required, to support and co-ordinate resources for displays around the school, provide other administrative assistance as required or provide additional classroom support as directed by the Academy Principal or appropriate member of the Academy Leadership Team.
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Academy Principal or appropriate member of the Academy Leadership Team.
- To attend staff meetings, participate in Appraisal arrangements and undertaking training and development as required.
- To maintain confidentiality at all times in respect of Academy-related matters and to prevent disclosure of confidential or sensitive information.
- If required, to plan, teach and assess (all with support) a lesson(s)
- To undertake tasks of a similar nature and level, as directed by the Academy Principal.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Qualifications and Education Requirements

Essential	Desired
<ul style="list-style-type: none"> • Numeracy and literacy skills equivalent to GCSE (minimum grade C) • NVQ Level 3 or equivalent 	<ul style="list-style-type: none"> • NVQ Level 4 / HLTA or similar

Experience

Essential	Desired

<ul style="list-style-type: none"> • Minimum of two years experience working in a teaching/supervisory role with children of the relevant age range 	<ul style="list-style-type: none"> • Minimum of 2 years experience working in a school or educational establishment with children of the relevant age range •
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Knowledge & Skills

Essential	Desired
<ul style="list-style-type: none"> • Understanding of and willingness to contribute to the curriculum requirements of the Academy • Willingness to contribute to extra-curricular activities • Competence in the use of ICT to support learning and teaching • Ability to manage pupils across the age range within a classroom setting • Ability to work with a minimum of supervision and within a team • A flexible attitude to adjust and adapt to the fluctuating needs of the role and the ability to organise work load accordingly. • Willingness and desire to undertake further training • Awareness of procedures relating to child protection, health and safety, confidentiality and data protection • Willingness to undergo First Aid training 	<ul style="list-style-type: none"> • Evidence of in-service training and professional development • Recent Child Protection training • Current First Aid Certificate

Reviewed By:		Date:	
Approved By:	S Flynn	Date:	January 2019
Last Updated By:	Claire Harrowing	Date:	23 November 2017