**Djanogly Learning Trust**

**Job Description**

**Djanogly Learning Trust Vision**

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

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| **Job title** | Cover Supervisor |
| **Hours and weeks** | 37 hours per week, Term Time Only (TTO) |

**Djanogly Values**

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

* Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
* Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
* Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

**Djanogly Behaviours**

Employees will demonstrate their professionalism and promote a positive culture by:

* Behaving in a professional manner at all times
* Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
* Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
* Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
* Starting and ending the day with the same emotional constancy with every interaction.

**Job Purpose:**

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| The post holder will liaise daily with the PA to the Principal with respect to the cover requirements.To work with scholars within the Academy as part of a team under the direction of the line manager in order to:• Supervise classes during the short-term absence of the class teacher• Oversee scholars in the absence of their normal teacher, passing on to them work that has been left for them, and ensuring that they work quietly and effectively throughout the lesson. The key purpose of the job is to facilitate high quality learning within the classroom in the absence of the regular teacher. |

**Job Responsibilities:**

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| To cover lessons for absent teachers as required.• To facilitate and encourage learning which helps all scholars achieve their potential.• To work with colleagues to support high standards of behaviour and attainment.• To support the overall ethos of the Academy.When not required to cover lessons Cover Supervisors will be deployed to provide general assistance, for example to:• Supervise groups of scholars working outside their normal classroom.• Support individuals or groups with particular learning needs.• Undertake exam invigilation as required.• Provide help to teachers or support staff, wherever possible making use of the skills that the Cover Supervisor is able to bring to the job, for example library skills, display skills etc.Outside normal lesson times Cover Supervisors will provide cover in the event of absence for a range of other professional duties normally undertaken by teachers. These may include registration, supervision of scholars at the start and end of the day and during breaks and lunchtime, supervision of detentions etc. Cover Supervisors may be also be asked to assist teachers in undertaking these tasks.**Outline Of The Key Tasks When Covering Lessons**Cover supervisors will be expected to:• Receive instructions about the work to be undertaken by the class. These instructions will either be left by the absent teacher or by another qualified teacher.• Ensure that the resources specified are available.• Arrive promptly at the classroom.• Ensure that the scholars are properly dressed in uniform, and have the correct equipment.• Take the register.• Manage the behaviour of scholars whilst they are undertaking this work to ensure a constructive environment.• Respond to any questions from scholars about process and procedures.• Deal with any immediate problems or emergencies according to the school’s policies and procedures.• Collect completed work after the lesson and pass to the appropriate teacher.• Report, as appropriate using the Academy’s procedures, on the behaviour of pupils during the class and on any problems arising.**Support For The Academy**• Maintain effective working relationships with colleagues and parents• Maintain and safeguard the confidential nature of scholar/teacher/home issues• Contribute to the maintenance of scholar safety and security, including lunchtime duties • Attend meetings as appropriate• All staff are required to participate in training and other learning activities and in performance management and development, as required by the Academy’s policies and practices. |

**Djanogly Learning Trust General Requirements:**

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| **Policies and procedures**You will comply with all policies and procedures at all times which include:* ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.
* ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
* ensuring you comply with the Trust’s Staff Behaviour policy, including outside of work where applicable.

**Professional Development*** You are required to undertake professional development as part of your job description. This includes contributing to regular ‘check ins’ and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team. |

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**Person Specification**

In order to be considered for interview all essential criteria must be met.

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| **JOB TITLE** | Cover Supervisor |

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| **Requirements** | **Essential** | **Desirable** | **Short listing criteria** |
| **Qualifications**  |
| Relevant academic qualifications – Level 3 qualification and/or A level qualifications | X |  | X |
| Previous knowledge of Sims |  | X |  |
| **Experience** |
| Takes responsibility for own professional development and be willing to partake in further internal or external staff development and training | X |  | X |
| Experience of working within an educational setting | X |  | X |
| **Skills, Abilities and Competency** |
| Excellent interpersonal and communication skills | X |  |  |
| Understanding of the curricular requirements of the school, to include statutory requirements |  | X |  |
| Ability to develop positive relationships with scholars | X |  |  |
| Working knowledge of DfE, Local Authority and other regulatory bodies’ legislation and policy relating to education |  | X |  |
| Competence in the use of ICT to support teaching and learning | X |  |  |
| **Personal Attributes and Attitude:** |  |  |  |
| Confidence and independence including being able to work with a minimum of supervision within a team | X |  |  |
| Ability to work unsupervised and independently understanding Academy roles and responsibilities and your own position within these | X |  |  |
| Good time management skills | X |  |  |
| A willingness to contribute to extra-curricular programme |  | X |  |
| Sensitivity to the needs of a diverse Academy population | X |  |  |
| Willingness to maintain professional development | X |  |  |
| Ability to manage scholars in a classroom setting | X |  |  |
| **Personal Qualities**  |
| Belief in the values and behaviours of DLT | X |  |  |
| Evidence of continuing professional development | X |  | X |
| Commitment to equal opportunities and diversity in the performance of duties | X |  |  |