**Job Description: Cover Supervisor**

**Reporting** **to:** Assistant Head Teacher

**Location:**  Hamstead Hall Academy

**Contract:**  Permanent

**Working** **Pattern:** Full Time- Term time only

**Salary:**  Support staff scale Grade 3 (points 9-22)

The Role

As Cover Supervisor, you will supervise whole classes during the short-term absence of teachers, giving instructions for the lesson and ensuring good behaviour is maintained and all pupils are kept on task.

Key Responsibilities

* Communicate, distribute, and supervise work that has been set by the teacher
* Manage the behaviour of pupils whilst they work to ensure a constructive environment
* Collect any completed work after the lesson and return it to the appropriate teacher
* Report back to the teacher as appropriate using the school’s agreed referral procedures on the behaviour of pupils during the class, and any issues arising
* Organise detention duty and supervise detentions as required
* Promote the inclusion of all pupils within the classroom, being aware of and supporting difference, to ensure all pupils have equal access to opportunities to learn and develop
* Liaise with Heads of Department to provide support for the department when cover is not required
* To assist in the evaluation of the impact of covered lessons on pupils and throughout the school
* To assist in the creation and maintenance of curriculum resources and creation of visual displays in order to ensure a relevant physical learning environment.
* Make appropriate use of equipment and resources, including ICT
* Provide general clerical/administrative support, e.g., input and retrieval of data into computerised and manual systems, taking registers, etc. as required.
* Accompany staff and pupils on educational visits, trips and out-of-school activities as required and take responsibility for a group under the direction of the teacher/organiser
* Deal with any immediate problems or emergencies according to the academy’s policies and procedures
* Provide appropriate guidance and supervision and supervision and assist in the training and development of staff as appropriate
* As required and under the guidance of teaching/ senior staff, undertake a range of other activities to support pupils learning that may include contributing to lesson planning, evaluating, and adjusting lessons, implementing agreed earning strategies, etc.
* To assist with the invigilation of internal and external exams when required
* To supervise students at lunch time and break time

Other

* To have a responsibility for promoting the safeguarding and welfare of all children within the trust
* To adhere to the ethos of the Academy
* To promote the agreed vision and aims of the Academy
* To set an example of personal integrity and professionalism
* Attendance at department meetings/staff meetings/ and parents’ evenings/open evenings
* To ensure all tasks are carried out in line with HHAT Health and safety policies and procedures
* Any other duties as commensurate within the grade in order to ensure the smooth running of the Academy

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Cover Supervisor**

Qualifications

* Educated to degree level (desirable)
* GCSE Maths and English Grade C or above (or equiv)
* QTS (desirable)

Knowledge, Skills, and Experience

* Experience working with students in a formal setting without immediate supervision
* Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
* Experience in a classroom role including classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour, and learning strategies
* Understanding of strategies for teaching and learning
* Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classed
* Ability to contribute to assessment and monitoring of pupil progress
* Ability to contribute to planning and preparation of lessons and teaching materials
* Good working knowledge of the national curriculum
* Good numeracy and literacy skills
* Good administrative, organisational and computer skills
* Competence with computers and other technology
* Excellent communication and interpersonal skills with children and adults
* Able to deal with minor incidents, first aid, and pupil’s personal health and hygiene

Behaviours

* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Belief that every student should have access to an excellent education
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

Other

* Right to work in the UK
* Willingness to undertake training
* This post is subject to an enhanced DBS check