**Job Description**

**Post: Cover Supervisor**

**Department: Pastoral**

**Grade/Salary: H4**

**Responsible to: Higher Level Teaching Assistant**

**Key Accountabilities**

* To provide support to the teaching staff as requested by the Cover Manager
* To provide support in other areas of the school as directed when not required for cover

**Values & Ethos**

Our values create and underpin our ethos as well as launching well rounded, good young people into society ready to cope with and excel in all that they do. Our values ensure and secure a vibrant community in which to flourish. Central also to all we do, is the encouragement and promotion of aspiration for staff, students and parents. If we all believe we can be the absolute best we can, within and outside our capabilities, then the learning process can’t go wrong.

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**Values and Behaviour:**

All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

**Personal and Professional Conduct:**

The post holder should conduct themselves professionally at all times, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Academy policies and practices.

**Key Responsibilities**

* Provide classroom supervision in the absence of a member of teacher staff.
* Communicate and supervise work that has been set by the teacher.
* Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
* Respond to questions from pupils about process and procedures.
* Deal with any immediate problems or emergencies according to the Academy’s policies and procedures.
* Collect completed work after the lesson and pass to the appropriate teacher.
* Report, as appropriate using the Academy’s agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
* Invigilate exams and maintain the rules set by the external examination boards and in house regulators as required. 9. Accompany staff on Academy trips as required and with prior agreement with the Cover Manager/Line Manager. 10. Support learning in the LRC as directed
* Provide admin support to suit skills as directed
* Support faculties in the maintenance of a high standard of displays
* To cover reception as required (full training given)
* Participate in continuing professional development.

**General Responsibilities**

* To be aware of and work in accordance with the school’s safeguarding policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty
* To produce risk assessments, user manuals or training procedures in line with the Academy’s procedures
* To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection)
* To maintain confidentiality of information acquired in the course of undertaking duties for the department
* To be responsible for your own continuing self-development, undertaking training as appropriate
* To attend and contribute to relevant management meetings within the Academy as and when
* To up hold the ethos and standards established within the Academy and contribute to improvement at all levels
* To undertake other duties appropriate to the grading of the post as required
* To attend CPD/INSET when required to do so

**Additional Duties**

* All staff, with the support, of the academy’s designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
* To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy’s health and safety at work policy.

**Competencies to be evidenced**

* Communication (Written & Verbal) Problem solving
* Team working
* Active Listening
* Motivational ‘can do’ attitude
* Initiative

The Job Description above has been reviewed and agreed by me and is a true reflection of the role that I undertake at The Marlborough Science Academy

Signed

Employee Date

Line manager Date

**Personal Specification**

Under the specific headings below, detail the key requirements for the post-holder to be successful in the role

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Essential** | **DesirableDesirable** |
| **Qualifications and training** | * Maths & English GCSE or equivalent Grade C and above * Good general education- including good written and verbal communication * Good numeracy and literacy skills in Maths, English to support teaching and learning equivalent to a GCSE c pass (will be tested) * Be confident with IT to be able to support lessons | * Educated to a degree standard - (essential if wishing to progress to teacher training) |
| **Experience** | * Experience of working with children of the relevant age * Demonstrate the confidence and engaging personality to be effective in the classroom * Ability to manage pupils in a classroom setting * Ability to work with a minimum of supervision and within a team | * An understanding of the curricular requirements of the school to include statutory requirements * Previous experience of working in a school environment |
| **Knowledge and skills** | * Excellent communication skills and   the ability to communicate effectively   * Ability to organise and prioritise tasks effectively * Good organisational and interpersonal skills | * Awareness of Keeping Children Safe in Education * Awareness of GDPR and confidentiality |
| **Personal qualities** | * Ability to use initiative * Ability to work well under pressure * Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the Academy |  |