



JOB DESCRIPTION

Job title: Cover Supervisor

Team: Administration Team

Reporting to: Senior Data and Assessment Manager

Contract: Permanent, term-time only

Grade: 6 (Salary range £ 25,992 – £28,163 FTE)

Hours/week: 29

Location: Based at Icknield Community College

Main purpose of the role

Assisting the teaching staff in the teaching and learning of students.

SPECIFIC RESPONSIBILITIES (to be delivered in conjunction with the administrative staff as appropriate):

Teaching, Learning and Assessment

- Deliver the set cover lesson when a teacher is absent
- Encourage pupils to take a responsible and conscientious attitude to their own work and study
- Establish a safe environment for pupils, rooted in mutual respect
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject

Personal Development, Behaviour and Welfare

- Cover tutor time when the tutor is absent
- Report any concerns about students using school systems
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour protocols
- Develop an understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Have an understanding of how a range of factors can inhibit pupils' ability to learn
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary

Working with Others

- Provide feedback to teachers, Heads of Faculty and/or your Line Manager where appropriate, following the delivery of a cover lesson
- Support students within non-cover lessons, as directed by the teacher
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position

Other Responsibilities

- Have regard for the need to safeguarding pupils' well-being, in accordance with statutory provisions
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards with regards to attendance and punctuality
- Show tolerance of and respect for the rights of others by:
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- Attend training and professional development sessions where appropriate
- Carry out any other reasonable request by the Headteacher.

General Duties:

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive.

The post holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act or other regulation/legislation. Confidentiality must be maintained at all times.

General responsibilities:

- Comply with, and assist with the development of, Acer Trust 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 equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the school
- Attend and participate in regular meetings as required
- Participate in training and other learning activities and performance development as required
- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Contribute to the safeguarding of students in relation to first aid

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the employer's overall duties,

the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

Safeguarding Children and Young People

Acer Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.