



St George's Academy

“Aiming high to achieve excellence for all”

Cover Supervisor Job Description

Contract type: 38 working weeks per year
Responsible to: Cover Manager or Vice-Principal

PURPOSE OF JOB

- To cover lessons and to complete any administration required to facilitate this.
- To supervise whole classes/grouped class supervision during the short-term absence of a teacher.
- The role involves take sole charge of a group of pupils as required; there will be a system of supervision in place from qualified teachers in case of any difficulties.
- To give instructions for the lessons as provided by a teacher with a primary focus of the role being to maintain good order and to keep students engaged in learning.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies.

- In accordance with DfES recommendations, the post holder should be familiar with the full range of Academy policies, particularly those regarding health and safety, equal opportunities and special educational needs.
- The post holder should have the necessary skills to manage safely classroom activities, the physical learning space and resources for which they are responsible, as advised by the DfES.
- DfES recommends post holders have an understanding and ability to use a range of strategies to deal with classroom behaviour: as a whole and also individual behavioural needs.
- Act as a role model, maintaining high standards of student work, conduct and behaviour.
- Assisting the inclusion of all students to ensure optimum learning opportunities. This will include dealing with behaviour issues whilst they are undertaking the work to ensure a constructive, calm and secure environment and making judgements when to refer incidents to a senior member of staff/the class teacher.
- Promote positive values, attitudes and behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour.
- Supervise work that has been set in accordance with the Academy policy.
- Respond to any questions from pupils about process and procedures and encourage students to improve the quality of their work and keep on task.
- Deal with any immediate problems or emergencies according to the Academy's policies and procedures, which may include appropriate administrative tasks.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Provide objective and accurate feedback to the teacher using the Academy's agreed referral procedures on the conduct of the lesson and any issues arising. This may include keeping appropriate records as agreed with the teacher.
- Refer any student's concerns to the relevant Form Tutor, Progress Leaders and Teaching and Learning Leaders.
- Support the use of ICT where appropriate and make appropriate use of equipment and resources.
- Comply with lesson plans and instructions from the class teacher.
- Attend relevant school meetings as required.

- In line with the operational needs of the Academy, undertake other duties (e.g. supervising examinations) when required.

GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- Cover of the school's needs throughout the day
- Appropriate cover for colleagues when absent for any reason

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

Job Description Agreement

Employee Name:	
Job Title:	
I declare that I have read and understood the Job Description and Person Specification for the role and have sought clarification of any points where required.	
Signature:	
Date:	

PERSON SPECIFICATION

Cover Supervisor

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with and supporting learners in an educational environment and relevant age. • Experience of effective delivery of specific areas of the curriculum to individuals and in small groups. • Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. • The ability to deal with pupils, staff, parents and members of the public positively and respecting confidentiality. • Ability to plan, with support, effective action for pupils at risk of underachieving. • Experience of forming appropriate and productive relationships with students, staff and parents. 	<ul style="list-style-type: none"> • Experience of supporting learners with specific needs. 	Interview/application form Interview/application form Interview Interview Interview/application form Interview/application form
2. KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of current national curriculum and other relevant learning programmes. • Understanding of principles of child development and learning processes and in particular, barriers to learning. • Working knowledge of relevant policies/codes of practice and general awareness of relevant legislation. • Knowledge of a range of strategies to establish purposeful learning and promote good behaviour. • Knowledge of relevant ICT systems to advance both own and students' learning. • Understanding of the importance of Confidentiality, Data Protection and Safeguarding in a school environment. 		Interview/application form Interview Interview Interview/application form Interview/application form Interview/application form

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
3. SKILLS AND APTITUDES	<ul style="list-style-type: none"> • Necessary skills to manage classroom activities and the physical learning spaces safely. • Developed administrative skills including report writing and observations/evaluations. • Have the ability to work calmly under pressure and to adapt quickly and effectively to changing circumstances. • An ability to use own initiative, work independently, motivate and inspire. • Good interpersonal and communication skills (both oral and written) with the ability to relate to all levels of staff. • The ability to critically evaluate own performance • Flexible with effective time management skills. • Good working knowledge of Microsoft Office, in particular MS Word, Excel with accurate key board skills. 		<p>Interview</p> <p>Interview/application form</p> <p>Interview/application form</p> <p>Interview/application form</p> <p>Interview/application form</p> <p>Interview</p> <p>Interview</p> <p>Interview/application form</p>
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> ▪ NVQ Level 3 or equivalent qualification or experience ▪ Good numeracy/literacy skills. ▪ Evidence of continuing professional development. 		<p>Application form</p> <p>Application form</p>
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> ▪ Calm and patient with pupils. ▪ Demonstrates accountability and ownership for own work. ▪ An ability to work within a team environment and be supportive of the overall team effort. ▪ Demonstrates a 'can do' approach, self-motivation, ability to prioritise work and the ability to work autonomously. ▪ Have a clear vision and strong commitment to inclusion and how this can be achieved for students. ▪ Ability to travel to work across the Academy's two campus sites. ▪ Attendance at some evening and early morning meetings may be required. 		<p>Interview</p> <p>Interview</p> <p>Interview/application form</p> <p>Interview</p> <p>Interview</p>