



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

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| POST TITLE: | COVER SUPERVISOR |
| JOB PURPOSE | <p>To cover short term absence of teaching staff, taking sole charge of a group of pupils. No active teaching is required as pupils will learn by carrying out pre-prepared work under supervision.</p> <p>The primary focus will be to maintain good order and to keep pupils on task.</p> |
| GRADE: | Band E |
| RESPONSIBLE TO: | Vice Principal Teaching and Learning |

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR ACADEMIC ACTIVITIES

- Supervision of work that has been set in accordance with school policy.
- Manage the behaviour of pupils according to the Academy behaviour policy whilst they are undertaking work to ensure a constructive environment.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Respond to any questions from pupils about process and procedure.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the class teacher and participate in feedback sessions/meetings with parents as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE ACADEMY

- Be aware of and comply with 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 all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

The fluid nature of the development of the academy will mean that changes are inevitable. The duties will be reviewed annually as part of the Performance Management Review.

General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications and Experience | | |
| GCSE or equivalent, A* - C, in English and Maths. | X | |
| Relevant NVQ3, or equivalent qualification | X | |
| Experience relevant to the post applied for | X | |
| Additional specialist qualification. | | X |
| Training in relevant strategies, e.g. particular curriculum or learning area. | | X |
| Experience | | |
| Experience of self-evaluating your own learning needs and seeking learning opportunities. | X | |
| Experience of communication effectively at all levels. | X | |
| Experience of working with pupils of the relevant age. | | X |
| Experience of working in a classroom setting. | | X |
| Experience of working in another service to young people. | | X |
| Knowledge and Skills | | |
| Up to date knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of pupils. | X | |
| Working knowledge of national and foundation stage curriculum and other relevant learning programmes and strategies. | X | |
| Understanding of the principles of child development and learning processes. | X | |
| Experience of using other equipment and technology i.e. video, photocopier | | X |
| Experience of using ICT to effectively support learning. | | X |
| Professional Characteristics | | |
| Experience of working constructively in a team, understanding classroom roles and responsibilities and own position within these. | X | |
| Experience of prioritising tasks and acting on own initiative. | X | |
| Experience of motivating pupils to develop to their full potential. | X | |

Signed: _____ Date: _____

Print name: _____