



## Person Specification Castleford Academy Cover Supervisor

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and Maths.</li> <li>3 x A levels or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>A degree in a specialist subject.</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>Experience within a classroom environment.</li> <li>Experience of motivating, supporting and guiding young people.</li> <li>Experience of working with people aged 11-16.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>Ability to relate well to children and adults.</li> <li>Have knowledge of the wide variety of courses available for pupils across KS3 &amp; 4.</li> <li>Understand &amp; appreciation of the health and safety regulations within an Academy environment.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to effectively use assessment and attainment data to improve departmental standards and practices.</li> <li>Knowledge of national curriculum and other relevant learning programmes.</li> <li>Understanding of principles of child development and learning processes and, in particular, barriers to learning.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Excellent IT skills.</li> <li>Excellent communication skills (both written and verbal).</li> <li>Excellent analytical skills.</li> <li>Strong organisational and planning skills.</li> <li>A proactive and creative approach to their work.</li> <li>Ability to prioritise and manage conflicting demands.</li> <li>Drive and enthusiasm.</li> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to plan effective actions for pupil at risk of underachieving.</li> </ul>
<b>Values &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>Committed to Castleford Academy Trust values.</li> <li>Support Trust ethos and values at all times both within the academy and the wider community</li> </ul>	



	<ul style="list-style-type: none"> <li>• Planned and organised approach to workload.</li> <li>• Excellent role model to young people and staff.</li> <li>• Positive “can do” approach to tasks.</li> <li>• Ability to keep calm in challenging situations.</li> <li>• Excellent interpersonal skills.</li> <li>• Committed to providing the best for all pupils across the Trust.</li> </ul>	
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**Job Description  
Cover Supervisor**

<b>RESPONSIBLE TO</b>	<b>Assistant Headteacher</b>
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**MAIN AREAS OF RESPONSIBILITY**

- Cover absent colleagues at Castleford Academy, delivering engaging lessons to pupils across Key Stages 3 and 4.
- Contribute to the safeguarding and promotion of the well-being of children and young people in line with current legal requirements, national policies and local guidance.
- Support the learning provision for pupils at KS3 and KS4; supporting pupils and liaising with parents/carers.
- Provide specialist support to an individual department, including assisting in maintaining equipment and provide support with the running of extra-curricular activities.

**Key Tasks**

- Manage pupil learning through effective teaching in accordance with the department’s schemes of work and policies.
- Ensure continuity, progression and cohesiveness in all teaching.
- Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
- Work with SEND staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- Support pupils with the work that has been set by teaching staff.

**Teaching & Learning**

- Work effectively as a member of the Cover Supervisor team to improve the quality of teaching and learning, by contributing to the academy’s Improvement Plans and implementing and monitoring change.
- Implement new initiatives, at all levels including academy, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
- Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.



- Use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure and promotes their self-esteem.
- Appraising projects for the development of the academy.
- Attend CPD where necessary to develop best practice in the classroom.

### **Liaison**

- Liaise with Year Leader, child protection officer, attendance officer & exams officer in order to best support the pupils.
- Work with teaching staff to co-ordinate curricular development.
- Follow academy policies and procedures by communicating concerns regarding pupil behaviour and attainment.
- Liaise with teaching staff to monitor pupil workload, work rate and access to learning.
- Regularly inform staff of developments, improvements in performance and successful strategies.

### **Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in reading/literacy strategies which may lead to improvements in teaching and learning.
- Participate in training and other learning activities as required.
- Keep up to date and informed on changes to legislation and roles and responsibilities.
- Undertake any necessary professional development as identified in the School Improvement Plan and multi-agency requirements.

### **Data Protection and Safeguarding**

- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.

### **Health and Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the Academy's implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.

### **General Academy Responsibilities**

- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to and uphold the vision and ethos of the Trust.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.



- Be aware of and comply with all Academy Policies at all times.

Candidates must also be willing to undertake and other responsibilities in line with their grade as requested by the academy.

All employees of the academy have a responsibility to promoting and safeguarding the welfare of children and young people.