



Job Description

TITLE OF POST: Cover Supervisor (Bank)

RESPONSIBLE TO: Executive Headteacher & Head of School

LINE MANAGER: Cover Manager

SALARY GRADE: Scale 6

JOB PURPOSE:
• To cover staff absence within the Teaching staff. • To be an effective professional who demonstrates, through classroom management skills and previous experience, that they can teach a range of lessons effectively.
CORE REQUIREMENTS
In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will: • Inspire trust and confidence in all stakeholders and colleagues. • Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities. • Promote the wider aspirations and values of the school. • Recognise the importance of confidentiality and uphold the requirements of GDPR legislation. • To be an effective communicator with all stakeholders, visitors and external professional colleagues as required. • A commitment to safeguarding.

KEY RESPONSIBILITIES

- **Support for students:**

- Clearly explain tasks to students and organise the distribution of resources.
- Supervise students engaged in learning activities.
- Act as a role model and set high expectations of conduct and behaviour.
- Promote the inclusion and acceptance of all students within the classroom.
- Encourage students to remain engaged and on task, responding to general queries.

- **Support for teachers:**

- Take accurate registers at the start of the lesson.
- Provide objective and accurate feedback to the teacher on the lesson.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

- **Support for the school:**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To undertake any additional duties as the Executive Headteacher/Head of School may reasonably require.

SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:	Post holder	Date:
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Signed:	Line manager	Date:
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Signed:	Executive Headteacher/Head of School	Date:
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Person Specification

	Essential	Desirable
Good level of literacy and numeracy.	✓	
ICT literate and able to use ICT to enhance learning.	✓	
Effective time management.	✓	
Excellent organisation skills.	✓	
Experience in an education setting.	✓	
A commitment to undertake further professional development.		✓
Ambition and drive.	✓	
The ability to work autonomously and as part of a team.	✓	
The ability to motivate and develop students.	✓	
The ability to assist with coordination of activities.	✓	
Excellent interpersonal skills.	✓	
Excellent communication skills with all stakeholders.	✓	
A genuine commitment to inclusive education for students in a comprehensive and a multicultural environment.	✓	
A willingness to contribute to the wider life of the school.		✓