Heathside School
Job Description
Cover Supervisor

Job Title	Cover Supervisor	Grade	ELM 6
Department	Cover	Hours	8.15am-3.15pm (30 min unpaid break)
Reports To	AP	Weeks	38.4 Weeks – Term-time only

JOB PURPOSE

To support the learning of students by providing cover for absent teachers, this will include setting work provided by the teacher, supervising and assisting with study and the management of classroom behaviour. When cover is not required to assist in lessons, with displays, invigilation or admin as directed.

MAIN DUTIES AND RESPONSIBILITIES

Support for Students

- Set work that has been planned by a teacher, ensuring students remain on task in a calm and purposeful learning environment.
- Take register of student attendance during tutor time at the beginning and end of the day.
- Manage the behaviour of students in the classroom, reporting as appropriate using the school's systems and procedures, on the behaviour of students during the class and on any problems arising
- Support students' learning by responding to questions about process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect in completed work and resources after the lesson covered and return to the appropriate teacher and supply feedback with regards to any learning or behaviour issues and a report on progress made.
- Ensure behaviour issues are followed up appropriately in accordance with the school's behaviour policy.
- Act as invigilator, reader and/or scribe during formal and mock examinations and controlled assessments.
- Assist with break and lunchtime supervision of students.
- To be aware of students specific needs as identified in Individual Education Plans (IEPs) to ensure appropriate assistance is available in lessons
- To support students in basic ICT as required to facilitate learning.

Support for Teachers

- Assist in teachers in lesson to provide additional support as requested.
- Assist teachers with classroom and corridor displays as directed.
- Assist with educational visits and activities, some of these may be off-site. This includes the opportunities for overnight stays and overseas travel.

Other

- Assist with reprographics and admin tasks as required.
- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- Carry out requests from the Senior Leadership Team in a prompt and efficient manner
- Attend school events as required and assist with the planning of whole school events by ensuring all resourcing requirements are in place i.e. staffing, rooming etc. This includes supporting in the preparation for public exams.
- Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures
- Undertake first aid training and responsibilities as required
- Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act and assist the Business Manager in responding to Personal Data and Freedom of Information requests.
- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Share good practice across the Trust.
- Take responsibility for your own well-being;

- Take responsibility for your own career choices and actively seek CPD opportunities. Participate in training and other development opportunities as required.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

Generic Duties relevant to all members of staff

- The ethos of the Trust is included within the strapline "Endeavour and Prosper" and its core values of respect and trust. All staff are expected to be committed to this ethos in everything they do and avoid any action that may detrimental to the interests of the Trust.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- As a member of the Trust, your role will be based at Heathside School. However, you may be asked to work at other academies within the Trust or partner schools and you should expect to travel between sites as required.
- Teaching and Learning is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.
- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.
- All staff are required to have an awareness of Data Protection requirements and comply with all the principles of data security outlined in the Data Protection Act and as required by the Information Commissioner. This includes maintaining security of data
- ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.
- Continually promote and support the ethos and principles of the school and trust and to avoid any action that may be detrimental to the interests of the school and trust.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The job description and person specification is current at the date issued, but may be updated in consultation with you to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Person Specification	Essential	Desirable	How Assessed
Experience			
Experience in administration or management of operations or staff	E		App/Int
Experience of working in an educational environment		D	App/Int
Working with people at all levels both internally and externally, committing support to the Senior Leadership Team	E		App/Int
Experience in formulating & implementing policies procedures and creating new systems and processes to develop efficiency	E		App/Int
Skills, knowledge and abilities			
Willingness to maintain up to date knowledge of a range of school policies and procedures	E		App/Int
Ability to manage safely classroom activities and student learning in accordance with behaviour policy and staff Code of Conduct	E		App/Int/Ref
Excellent ICT skills including Word, Outlook and Excel	E		App/Int
Effective written and oral communication and presentation skills	E		App/Int
Effective time management and organisational skills	E		App/Int
Ability to follow instructions and give advice	E		App/Int
Meticulous attention to detail & maintain high level of accuracy	E		App/Int
Ability to work on own initiative and under pressure to tight deadlines	E		App/Int
Ability to analyse, present and interpret data	E		App/Int
Ability to learn new skills and processes quickly	E		App/Int
Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and individual students' needs	E		App/Int
Qualifications and Training			
Good standard of education	E		App
Further or higher education qualifications relevant to post		D	App
Personal attributes			
Good interpersonal, presentation and communication skills, able to relate well and build good relationships with young people	E		Int/Ref
Responsible, calm, confident, professional and able to deal effectively with staff at all levels, providing challenge when appropriate	E		App/Int
Flexible, efficient, solution focussed and highly organised	E		App/Int
Sensitivity, diplomacy, integrity and awareness of confidentiality	E		Int/Ref
Resilient and self-motivated with a commitment to continued improvement and personal development	E		Int
Ability to work without supervision and a team player, able to motivate a team, delegate duties whilst promoting equality of opportunity, participation and diversity.	E		App/Int/Ref

App = Application **Int** = Interview/Test **Ref** = Reference

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	