



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

Cover Supervisor

Location:

Charnwood College

Job Purpose:

The Cover Supervisor provides cover supervision for absent teachers, wherever possible across the Academy, and generally support the smooth operation of the Academy staff at other times. They play a vital role in contributing to the culture, ethos and well-being of the whole Academy.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Cover Manager

KEY RESPONSIBILITIES

This Job Description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

MAIN RESPONSIBILITIES

- ★ You will, as directed by the Cover Manager supervise students in their work during the absence of their teacher.
- ★ You will liaise with Subject Leaders and other teaching staff within the team in which there is an absence where possible, to ensure that instructions are clarified.
- ★ You will liaise with the assistant SENCO regarding individual students being supported in any class being covered.
- ★ You will administer clear instructions to the class, based on the detailed work set and actively supervise students as they carry out work.
- ★ You will inform the subject teacher of any non-participation by individual students.
- ★ You will contribute to the evaluation of work set for cover lessons
- ★ You will provide feedback on learning activities and contribute to Academy review and development planning
- ★ You will contribute to behaviour management within the Academy in accordance with the school's Behaviour Policy
- ★ You will promote a pride in Humberston Academy and its particular ethos.

SUPPORT

- ★ You will provide the support described below under the direction of your Cover Manager.
- ★ You will attend staff briefings and other meetings that fall within your working hours to keep up-to-date with operational matters and take part as necessary.
- ★ You will attend professional development that falls within your working hours to keep up-to-date with operational matters and take part as necessary.
- ★ In periods of working time in which you are not required to provide cover for absent teachers you will provide general support appropriate to your skills and experience. This will include:
- ★ Work to support your own cover supervision such as preparing relevant additional cover resources.
- ★ Following up on any matters arising from cover lessons such as insufficient or inappropriate work set with the relevant subject leader.
- ★ Observe and be present in lessons relevant to your cover supervision to allow you to be familiar with the students, work and approaches
- ★ Ad-hoc immediate short term cover in the case of unforeseen circumstances not planned with the Cover Manager.
- ★ Regular support in a programme agreed and reviewed with the Cover Manager in each term, including duties such as: display, preparing certificates, using form letters, data entry, and collation. Duties will be appropriate to a member of associate staff but not incorporate the specialist work of an HLTA.

- ★ Incidental support within the Academy when time allows including the areas above, organizing materials, photocopying etc. Duties will be appropriate to a member of associate staff but not incorporate the specialist work of an HLTA.

In addition you will continuously evaluate and review your role and propose improvements to this job description in the light of experience as part of the performance management process. You will also be required to carry out any other additional duties as might reasonably required by the Principal.

KEY RESPONSIBILITIES - ALL STAFF

- ★ To support the academy ethos
- ★ To contribute to academy-wide events including curriculum-focused events as part of the wider curriculum team, as and when required
- ★ To support and contribute to the academy's commitment to 'Every Child Matters' to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being
- ★ To be aware of the academy's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- ★ To be aware of and comply with the codes of conduct, regulations and policies of the academy and its commitment to equal opportunities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

This post requires an Enhanced DBS Clearance check.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
Qualifications and Professional Development		
★ GCSE English and Maths at A*- C or level 2 equivalent	✓	
Skills and Knowledge		
★ Commitment to and or experience of working with children and young people	✓	
★ Ability to motivate and encourage children to meet their targets for learning and/or behaviour	✓	
★ Ability to show awareness to when it is appropriate to consult teachers about a child's behaviour or learning	✓	
★ Understanding of the practical application of Equal Opportunities in a school context	✓	
★ Aware of Health and Safety and safeguarding issues	✓	
★ Excellent verbal and written inter-personal skills at all levels	✓	
★ Ability to write brief reports and keep records	✓	
★ An accomplished user of ICT	✓	
★ Excellent organisation, prioritisation and time management skills	✓	
★ An ability to share skills to other members of the team	✓	
Personal Qualities		
★ High levels of discretion and integrity	✓	
★ Approachable and Composed	✓	
★ Comfortable around and able to form good relationships with staff, students and parents.	✓	
★ To be a positive role model to our pupils.	✓	

★ Be flexible and resilient in response to a changing educational environment.	✓	
★ Ability to be empathetic towards parents and students	✓	
★ Able to be firm when required and consistent	✓	
★ Committed to own professional development and that of others	✓	
★ Highly motivated and hard working	✓	
★ Fully supportive of the aims and ethos of a school providing a specialist school education and committed to ensuring access to the curriculum for all children	✓	
Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	
Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

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The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.