

<b>Post Title</b>	Cover Supervisor
<b>JD Ref No.</b>	LP009
<b>Responsible To</b>	Assistant Headteacher
<b>Grade</b>	Grade 5

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To cover short term absence of teaching staff, taking sole charge of a group of students. No active teaching is required as students will learn by carrying out pre-prepared work under supervision.</li> </ul>
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>Supervision of work that has been set in accordance with school policy.</li> <li>Manage the behaviour of pupils whilst they are undertaking work to ensure a constructive environment.</li> <li>Establish productive working relationships with pupils, acting as a role model and setting high expectations.</li> <li>Respond to any questions from pupils about process and procedure.</li> <li>Deal with any immediate problems or emergencies according to the Academy's policies and procedures.</li> <li>Collect any completed work after the lesson and return it to the appropriate teacher.</li> <li>Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.</li> <li>Promote the inclusion and acceptance of all pupils within the classroom</li> <li>Support pupils consistently whilst recognising and responding to their individual needs</li> <li>Encourage pupils to interact and work co-operatively with others and engage all pupils in activities</li> <li>Promote independence and employ strategies to recognise and reward achievement of self-reliance</li> <li>Provide feedback to pupils in relation to progress and achievement</li> <li>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</li> <li>Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed</li> <li>Administer and assess routine tests and invigilate exams/tests</li> <li>Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.</li> </ul>

<b>Support for the Academy</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils</li> <li>• Participate in training and other learning activities as required</li> <li>• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate</li> <li>• Undertake planned supervision of pupils' out of school hours learning activities</li> <li>• Supervise pupils on visits, trips and out of school activities as required</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Attendance at Staff Briefings, Staff Meetings etc where appropriate</li> <li>• Awareness of and compliance with all academy policies and procedures especially those relating to Child Protection, Health and Safety, security and confidentiality</li> <li>• Participation in appraisal as required</li> <li>• Other duties as required in support of the academy within the scope of this post.</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant NVQ 3 or equivalent qualification or experience in a relevant post.</li> <li>• GCSE or equivalent numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Additional specialist qualification.</li> <li>• Training in relevant strategies, e.g. particular curriculum or learning area.</li> </ul>
<b>Experience &amp; Skills</b>  <b>Experience &amp; Skills (Cont.....)</b>	<ul style="list-style-type: none"> <li>• Experience of self-evaluating your own learning needs and seeking learning opportunities.</li> <li>• Experience of communication effectively at all levels.</li> <li>• Up to date knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of pupils.</li> <li>• Working knowledge of national and foundation stage curriculum and other relevant learning programmes and strategies.</li> <li>• Understanding of the principles of child development and learning processes.</li> <li>• Excellent prioritisation and time-management skills and the ability to work effectively and efficiently within set deadlines and timescales.</li> <li>• Experience of working constructively in a team, understanding classroom roles and responsibilities and own position within these.</li> <li>• Experience of prioritising tasks and acting on own initiative.</li> <li>• Experience of motivating pupils to develop to their full potential.</li> <li>• The postholder will have access to confidential and sensitive information and must be able to demonstrate tact, sensitivity and absolute respect for the confidentiality of information gained as a result of working at the academy.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with pupils of the relevant age.</li> <li>• Experience of working in a classroom setting.</li> <li>• Experience of working in another service to young people.</li> <li>• Evidence of independent or project-type work.</li> <li>• Experience of using other equipment and technology i.e. video, photocopier.</li> <li>• Experience of using ICT to effectively support learning would be an advantage.</li> </ul>

<b>ADDITIONAL INFORMATION</b>	<ul style="list-style-type: none"> <li>• Requirement for some out of school activity, working additional weeks during school closures to support specific activities or events as appropriate</li> <li>• The postholder may be required to work at other schools within the Trust. A valid driving licence/ability to travel independently may be necessary to fulfil this role.</li> <li>• It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation. All external appointments are subject to Cumbria Education Trust's standard probation periods and assessment.</li> </ul>
<b>SAFEGUARDING</b>	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>

<https://www.cumbriaeducationtrust.org/>