



NOTTINGHAM GIRLS' ACADEMY

Cover Supervisor

Job details

Salary: GAT 6 (£28,598 - £31,537 FTE)

Hours: 35

Contract type: Full time - Term Time Only

Reporting to: Cover Manager / PA to the Executive Principal

Main purpose

Provide cover for lessons where required in the absence of a teacher. To run Homework Club, Monday - Friday (3:15pm-4:00pm).

Duties and responsibilities

- Take responsibility for a class in the absence of a teacher including unplanned absence and/or planned absence due to the allocation of PPA time. Liaise with Teachers/Senior Leaders, when covering for unplanned absence to understand what the pre-prepared exercise for the class will be and what resources may be given to pupils to facilitate learning.
- Manage the behaviour of pupils, in line with the academy Behaviour Policy, to ensure a constructive environment and the maintenance of resources, by using a range of strategies to deal with classroom behaviour as a whole and also with individual behavioural needs.
- Organise and manage an appropriate learning environment and resources. Explain to pupils what is required and what pre-prepared task / exercise they will be expected to undertake.
- Answer any general questions the pupils have in relation to the work which they have been given, for example, on processes and procedures.
- To collect the completed work from pupils and return this to the designated class teacher where necessary.
- Report back to the designated class teacher / Deputy Principal (Pastoral) / Cover Manager as appropriate on the behaviour of pupils and any other issues arising.
- Deal with any immediate problems or emergencies according to the Trust's procedures and policies. For example, in case of a fire.
- Act in accordance with Trust policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

Other areas of responsibility

- Run the Homework Club, Monday - Friday (3:15pm-4:00pm), in conjunction with the Deputy Principal (Quality of Education).
- Upscale detentions in line with the Academy's Behaviour Policy

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the DSL to promote the best interests of students, including sharing concerns where necessary.
- Promote the safeguarding of all students in the academy

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none">• Educated to GCSE grade C standard in English and mathematics
Experience	<ul style="list-style-type: none">• Proven track record across a range of educational settings, demonstrating a wealth of experience and knowledge in securing sustainable improvements.
Skills and knowledge	<ul style="list-style-type: none">• Ability to build effective working relationships with staff and other stakeholders• Ability to adapt teaching to meet students' needs• Ability to build effective working relationships with students• Knowledge of guidance and requirements around safeguarding children• Good IT skills• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others
Personal qualities	<ul style="list-style-type: none">• Uphold and promote the ethos and values of the academy• Ability to work under pressure and prioritise effectively• Maintain confidentiality at all times• Commitment to safeguarding and equality