



Brownhills Ormiston Academy

Job title: Cover Supervisor

Location: Brownhills Ormiston Academy, Brownhills

Salary: OAT Grade 5 15-19

Status: Permanent

Contract: Academy

Hours: 32.5 hours a week, term time only + training days

Responsible to: Associate Assistant Principal / SLT Team / Principal / Cover Manager

Disclosure level: Enhanced Disclosure and Barring Services Check (DBS) will be a requirement of the post, as well as obtaining suitable references for the successful applicant.

Safe-guarding: Brownhills Ormiston Academy takes safeguarding seriously. All applicants will be subject to rigorous safeguarding checks and will be asked questions on safeguarding

Purpose of the job:

The role of Cover Supervisor is to supervise whole classes of pupils and ensure that set work is completed in the absence of the teacher. Cover is provided for the absence of teaching staff so that effective and high-quality face to face teaching can be maintained during teacher absence. The Cover Supervisor Work will under the general direction of a subject leader when supervising lessons.

The post holder may work within subject areas on a long-term basis to improve the continuity of education during teacher absence and increase the understanding of and familiarity with the curriculum to the students working within a subject.

The Cover supervisor will be deployed on a lesson-by-lesson basis. For day-to-day cover, the Cover Supervisor will report to the Cover Manager.

Main responsibilities:

This job role will provide support in the following key areas:

- Cover for absent teachers (short and longer term)
- Additional in-class support as directed by the Principal or through delegated leadership

Teaching and learning

- Access and input information on multi-information management systems (e.g. SIMS/Class Charts)
- Supervise whole classes undertaking pre-prepared activities provided by a teacher during absence
- Follow lesson plans, which may include explaining learning, demonstrating learning, resource distribution and guidance on use, questioning and informally assessing learning as part of lesson practice.
- Manage the behaviour of pupils whilst they are undertaking work.
- Collect any completed work after the lesson and return it to the appropriate teacher/ subject leader.
- Report back as appropriate using the agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- Issue positive achievement and behaviour points.
- Issue sanctions following the academy's behaviour policy
- Respond to any questions from pupils about process and procedures so they can continue with their set work.
- Deal with any immediate problems or emergencies in accordance with the academy's policies and procedures to ensure that pupil/employee safety is assured.
- Prepare the classroom/outside areas for lessons, ensuring resources are available and cleared away at the end of lessons as appropriate.
- Respond to general questions and provide general feedback to the teacher.
- Support for students
- Supervise students while they are engaged in learning activities, and deal with immediate problems and emergencies.
- Manage students' attitude to learning within the ethos and behavioral policies of the school.
- Set high expectations of conduct whilst acting as a role model.
- Promote the inclusion and acceptance of all students within the classroom, within the school's policies and procedures of equal opportunities.
- Assess the needs of students and use detailed knowledge and specialist skills to support learning.
- Support individuals and groups of students within lessons to support their progress in subjects.
- Implement strategies and support students in self-esteem, confidence building and resilience.
- Assist in identifying barriers to learning which prevent students from reaching their full potential.

	<ul style="list-style-type: none"> ● Access and follow plans that support students to access learning, e.g., seating plans, SEND support plans, medical plans and behaviour plans ● Support teachers, if allocated as a support member of staff to a lesson ● Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of students. ● Collect and pass on any completed work. ● Maintain and pass on any appropriate records as agreed beforehand with the teacher. ● Provide support and assistance to teaching staff in large examinations or test groups. ● Attend subject specific training to enhance specialist knowledge. ● Support for the curriculum ● Understand and ensure appropriate organisation/use of the classroom, equipment and resources. ● Undertake cover as directed. For definitions of cover in times of absence, see the latest School Teachers' Pay and Conditions document (STPCD). ● Use ICT effectively for learning activities and develop students' competence and independence in its use. Able to select and prepare the necessary resources to teach learning activities.
Exams , educational visits and other supervision	<ul style="list-style-type: none"> ● May invigilate exams and tests. ● May assist escorting pupils on educational visits.
Systems, policies and procedures	<ul style="list-style-type: none"> ● Use systems such as Sims and Class Charts
Team involvement	<ul style="list-style-type: none"> ● Liaise with staff and other relevant professionals and provide information about pupils as appropriate. ● Exchange information with staff. ● Will carry out break time and/or lunchtime duties as part of whole school rota. ● To work effectively as part of the academy team. ● Where there is no teacher absence, you will be directed to alternative duties such as teaching assistant work or administrative duties. ● First Aid responsibilities. The successful applicant will be expected to be trained.
Record keeping and information management	<ul style="list-style-type: none"> ● Maintain records of work done during cover supervision periods. ● There is a need to interpret information and situations and may respond independently to problems and situations in

	line with procedures but may refer to the line manager for more unusual/difficult problems
General	<p>Contribute to the overall ethos, work and aims of the academy.</p> <p>Actively participate in performance management.</p> <p>Promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.</p> <p>Be aware of, and support, differences and ensure equal opportunities for all.</p> <p>Maintain confidentiality of information acquired while undertaking duties.</p> <p>Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.</p> <p>Ensure GDPR principles are embedded in normal working practices.</p> <p>Post holders may be required to work flexibly to meet the business needs. All staff are required to partake in performance management and training activities.</p> <p>The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.</p> <p>The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.</p>

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of this post.

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • GCSE English and Maths – grade C or above – or equivalent. • Adaptable and flexible 	<ul style="list-style-type: none"> • Experience of working with young people • Willingness to take on delegated responsibility • Ability to manage resources

- Can build excellent relationships
- Self-motivated and self-confident
- Strong communication skills
- Proactive
- Team player
- Evidence that you have worked as part of a team
- Sense of humour
- Organisational and planning skills
- IT literate
- Consistently high expectations of self and others
- Creative problem solver
- Commitment to the highest standards of child protection and safeguarding
- Enjoy working with young people
- Demonstrate energy, vigour and perseverance and promote an "I can" philosophy
- Can work under pressure, prioritise time and meet deadlines
- A willingness to develop professionally
- A positive role model to staff and pupils
- A professional work ethic
- Full driving licence and own car

- Ability to anticipate problems and identify opportunities
- Experience working in an educational setting