



EQUITAS
ACADEMIES TRUST



JOB DESCRIPTION

Job Title:	Cover Supervisor
Salary:	Grade 3, SCP 9-22 (£27,254 - £33,699 FTE) Actual salary (£22,279.04- £27,547.54)
Contract:	32.5hrs, Term Time Only, Permanent
Start Date:	As Soon As Possible
Responsible to:	Deputy Headteacher
Liaison with:	All Teaching and Non-teaching Staff, Administration Team, Senior Leadership Team, Students, Parents / Carers, Trustees, Governors and External visitors

Location:

ASTON MANOR ACADEMY, PHILLIPS STREET, BIRMINGHAM, B6 4PZ

JOB PURPOSE COVER SUPERVISOR

To supervise the whole class during the short-term absence of the class teacher under the guidance of teaching/senior staff. Including implementing work programs, managing pupils' behaviour, and assisting pupils in relevant activities in line with the school's policies and procedures.

KEY RESPONSIBILITIES

To support the team with the following duties:

- Communicate, distribute, and supervise work that has been set by the teacher in accordance with the school policy
- Manage the behavior of pupils whilst they are undertaking this work to ensure a constructive learning environment
- Respond to any questions from pupils about process and procedures and support with lesson content where possible
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back to the teacher as appropriate using the school's agreed referral procedures on the behavior of pupils during the class, any issues arising
- Provide general clerical/administrative support, e.g. input and retrieval of data into the computerized and manual systems (taking registers.) as required
- Accompany staff and pupils on educational visits, trips, and out of school activities as required and take responsibility for a group under the direction of the teacher/organizer
- Contribute to the overall ethos/work/aims of the school
- Recognize own strengths and areas of expertise and use these to advise and support others



EQUITAS
ACADEMIES TRUST



- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- As required and under the guidance of teaching/ senior staff, undertake a range of the other activities to support pupils learning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEPs, implementing agreed learning strategies, etc.
- Take responsibility for promoting the safeguarding and welfare of children and young people
- Ensuring that all tasks are carried out with due regard to Health and safety
- To undertake appropriate professional development including adhering to the principle of performance management
- To adhere to the ethos of the school
 - a) To promote the agreed vision and aims of the school
 - b) To set an example of personal integrity and professionalism
 - c) Attendance at appropriate staff meetings and parent's evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

RESPONSIBILITIES

- 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.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

GENERAL

- All employees are expected to comply with statutory requirements and policies while carrying out their work. This post is one of continual development and the post-holder will be encouraged to develop skills and capabilities, including participation in projects and training events.
- Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.
- The post-holder must at all times carry out his/her responsibilities with due regard to the school policies.

HEALTH AND SAFETY

- All employees are subjected to the Health and Safety at Work Act. The post-holder is required to pro-actively comply with their duties as described by the policy and objectives for health and safety.

SAFEGUARDING AND DATA PROTECTION

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

- Promote a safeguarding culture where all staff understand their responsibilities and feel confident to raise concerns.



EQUITAS
ACADEMIES TRUST



- Ensure compliance with statutory safeguarding requirements, including KCSIE
- Work effectively with external agencies to support vulnerable pupils and families
- Always work within the requirements of Data Protection legislation.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture across the Trust.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.



EQUITAS
ACADEMIES TRUST



PERSON SPECIFICATION: COVER SUPERVISOR

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A.
EDUCATION/ QUALIFICATION	GCSE English and Maths (Grades A*-C) or equivalent Educated to Level 3 in a relevant subject area	Evidence of CPD in an educational setting	AF/I AF/I
EXPERIENCE <i>(Relevant work and other experience)</i>	Experience in working as part of a team (E) Experience of working or training within a school setting (E) Experience of using strategies to manage challenging behaviour (E)	Experience of supporting young people of all abilities including those with SEN, EAL and / or more able Experience of developing and delivering consistently effective monitoring and tracking of pupils' successes and areas for development	AF/I AF/I AF/I
SKILLS AND ABILITIES <i>(Eg Written communication skills, dealing with the public)</i>	Good communication and interpersonal skills Understanding of safeguarding children Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils, and whole classes Ability to work under pressure and prioritise effectively Good organizational and time management skills An understanding of the complex lives that some young people lead Ability to work collaboratively with teachers and others		AF/I AF/I/T AF/I/T AF/I/T AF/I/T



EQUITAS
ACADEMIES TRUST



	Ability to overcome communication barriers with children and adults		
BEHAVIOURS	Good judgement in knowing when to highlight/ escalate issues Commitment to equality To proactively take the time to develop yourself and (where applicable) others through training, coaching, mentoring etc. Willingness to undertake further professional training as appropriate Good sense of humour	Ability to be flexible with work commitments	AF/I AF/I AF/I AF/I AF/I
TRAINING	Willingness to participate in further training and development opportunities offered by the school/Trust		AF/I
OTHER	Ability to demonstrate commitment to Equal Opportunities Evidence of motivation for working with children. Evidence of ability to form and maintain appropriate relationships and personal boundaries with children. Evidence of emotional resilience in working with children exhibiting challenging behaviour. Designated Senior Person training or willingness to be trained.		AF/I
CONTRA INDICATION	Positive Disclosure relating to young people or vulnerable adults		AF/I