



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Cover Supervisor

Cottenham Village
College

ROLE SPECIFICATION

Academy / Department	Cottenham Village College
Post title	Cover Supervisor
Full time Salary	£30,024 - £32,061 per annum
Pro-Rata Actual Salary	£25,751 - £27,498 pro rata
Working Pattern	Full Time, Permanent
Pension	Local Government Pension
Working Hours	37hrs per week, Term Time Only
Line Management Responsibility	No

ROLE SUMMARY

The cover supervisor will supervise whole classes of scholars and ensure that work which has been set is completed in the absence of the teacher. The cover supervisor will provide cover for short-term absence of teaching staff so that an effective and tailored Academy policy in respect of cover is delivered.

KEY RESPONSIBILITIES

- ★* Supervise work that has been set in accordance with the Academy policy so that teaching and learning continues
- ★* Liaise on a daily basis with the Assistant Principal (Curriculum & Assessment) to determine where the cover is required
- ★* Manage the behaviour of scholars whilst they are undertaking pre-set work to ensure a suitable environment exists for teaching and learning
- ★* Ensure a purposeful and constructive environment in which scholars can complete the work that has been set
- ★* Respond to any questions from scholars about processes and procedures
- ★* Encourage scholars to complete the work set and to complete records for absent colleagues regarding this work
- ★* Deal with any immediate behaviour problems including dealing with incidents in accordance with academy policies and procedures
- ★* Implement strategies to recognise and reward scholar achievements
- ★* Collect any completed work after the lesson and return it to the appropriate colleague
- ★* Assist in supporting the Cover Manager during periods of absence, including assisting with the planning and coordination of school cover.
- ★* Report as appropriate on the behaviour of scholars during lessons and on any other relevant issues which may have arisen
- ★* Where appropriate to undertake the marking of scholars work before returning it to the absent colleague
- ★* Collate a bank of supervision work for subjects in liaison with curriculum leaders and to assist with planning learning activities
- ★* Where appropriate to prepare the classroom for lessons and to clear afterwards
- ★* Undertake administrative duties including administering course work, photocopying and producing worksheets for agreed activities
- ★* Assist scholars in using resources, e.g ICT

- ★ Participate in school visits, assisting with activities as required
- ★ Support the pastoral team, scholars, departments and administrators at time when not required for study supervision
- ★ Assist with the supervision of scholars outside lesson times, including scholar break and lunch times. These duties shall be undertaken within the post holder's contractual hours
- ★ Make day-to-day decisions in respect of the responsibilities of this post
- ★ Act as invigilator if needed during external examinations held in the academy
- ★ Other duties commensurate with the grade of the post as directed by the Principal

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
A minimum 2:2 degree, with demonstrable passion for your subject.	•	
Evidence of recent and relevant professional development	•	
Qualified Teacher Status		•
Experience		
Experience working in a secondary school environment – or with young people (aged 11 to 16) in another setting	•	
Knowledge		
Good understanding of Safeguarding procedures	•	
Excellent written and oral communication skills	•	
Professional Skills		
Ability to communicate effectively at all levels	•	
Effective interpersonal skills	•	
Demonstrate a willingness and enthusiasm for training and progression	•	
Ability to use initiative and prioritise work	•	
Ability to work to deadlines	•	
Confident user of ICT equipment and software	•	
Able to work on own and with a team with little day to day supervision	•	
Ability to quickly gain the respect of all scholars and staff and foster appropriate relationships	•	
Flexible approach to work	•	
Demonstrate personal and professional integrity, including modelling Astrea values and vision	•	
High standard of punctuality and reliability	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	

Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Demonstrably good relationships with colleagues, scholars and the wider community	•	
Commitment to contributing to extra-curricular activities of the school	•	
Commitment to promoting and safeguarding the welfare of all pupils	•	
Effective management of equipment and resources	•	

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org

