



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Cover Supervisor

We know from experience that things change throughout the lifetime of a role and so this Job Description isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role:

To supervise classes and promote the ethos of learning during the absence of subject teachers and provide support to subject teams.

- Instruct students in relation to the work left by the subject teacher.
- Ensure students are provided with the necessary resources to facilitate learning.
- To deliver, as far as reasonably possible, a structured lesson using the lesson plan as directed by the class teacher for whom you are covering
- Answer students' queries in relation to the instructions left by the subject teacher.
- Register and record student attendance in lessons.

Key accountabilities:

General Tasks

- Ensure classes enter and leave classrooms in an orderly manner.
- Ensure the classroom is left tidy and ready for the next lesson after dismissing the class
- Mark work as appropriate
- To cover for form tutors, including recording attendance, checking equipment, uniform, etc.
- Report to the Cover Officer at the beginning of each day to receive direction on classes requiring cover.
- Assist in establishing good order within the school, including undertaking duties as necessary.
- Deal with, record and report incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures.
- To attend staff training/meetings to ensure a continued awareness of whole school policies and procedures
- Invigilate internal and external examinations when required
- Work with support staff allocated to the teaching area.
- Work to agreed school policies and procedures.
- To work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate

- Facilitate participation and learning, helping to build confidence and self-esteem, so that all students, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.
- Help with educational visits and outings.
- To monitor and evaluate pupil responses to learning activities
- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and any other matters
- Liaise sensitively and effectively with parents/carers as agreed with the teacher
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use
- To provide general clerical administrative support – administer course work to produce worksheets for agreed activities
- Undertake any other duties that may be reasonably regarded as being commensurate with the grade and general purpose of the post.
- Be fully conversant with school safeguarding practices and procedures following induction training.
- Support teaching staff in lessons when cover is not required as directed by the class teacher.
- Support E-Call duty as required

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- Good standard of education GCSE level 4 (or equivalent) in both English and Maths
- Be IT literate
- Relevant qualification or equivalent experience

Desirable

- NVQ Level 3 in Teaching & Learning or willingness to undertake this qualification

Experience, Knowledge and Skills

Essential

- Previous experience of working with young people in a school environment
- Ability to take charge of a class of students in a controlled manner
- Ability to clearly instruct and provide guidance to students
- Understand and be able to use a wide range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs
- Ability to be confident and flexible in terms of varying subjects

Desirable

- Supporting students with special educational needs
- Supervising group work
- Knowledge of ICT and experience of using whiteboards
- Ability to complete administration tasks including recording and monitoring attendance

Values and Personal Competencies

Essential

- Ability to communicate effectively to students and members of staff; covering classes from Year 7 to Year 11 with varying ranges of ability
- Ability to work unsupervised
- Ability to respond flexibly to a diverse range of situations and needs
- Empathic and sensitive to students needs
- A commitment to the responsibility of safeguarding and promoting the welfare of young people

Desirable

- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.

Evidenced by application form, interview and references