

### **Batley Multi Academy Trust - Job Description**

<b>Trust/School Post:</b>	Field Lane Junior, Infant and Nursery School
<b>Department:</b>	Cover Team
<b>Post:</b>	Cover Supervisor
<b>Grade:</b>	7
<b>Accountable to:</b>	Assistant Headteacher
<b>Responsible for:</b>	N/A
<b>Purpose of Job</b>	
<p>To work as part of a team of teachers and associate staff to support the learning and welfare of learners, including those with special educational needs.</p> <p>To provide practical support for learning, educational activities, developing social skills, integration and for securing learner's physical and emotional wellbeing.</p> <p>To provide short term cover in the absence of the classroom teacher at Batley Girls' High School and the Trust when required.</p>	
<b>Responsibilities</b>	
<p><b>Teaching Support</b></p> <ul style="list-style-type: none"> <li>• Undertake duties in accordance with school practices and procedures, ensuring the postholder actively upholds and promotes the philosophies of the school.</li> <li>• Work under the direction of the relevant Head of Department to supervise learners.</li> <li>• In conjunction with the Head of Department, provide support to individuals and groups as required, on pre-planned activities to reinforce the teacher's approach.</li> <li>• Undertake cover in the absence of the class teacher, delivering pre-planned activities to whole classes.</li> <li>• In conjunction with the teacher/line manager, participate in and assist in the supervision of educational visits.</li> </ul> <p><b>Learner Support</b></p> <ul style="list-style-type: none"> <li>• Provide support and guidance on an individual, group or whole class basis through curriculum activities.</li> <li>• Actively encourage learners to participate in the life and activities of the school and access the national curriculum to their best ability, in order to maximise their achievement by overcoming either behaviour, physical or emotional difficulties.</li> </ul>	

- In liaison with appropriate colleagues, to supervise learners on the school site during the midday break and during after school activities and/or detentions.

**Department/Classroom Activities**

- Contribute in the presentation of learners' work and maintenance of display areas.
- Assist with the preparation and tidying of the classroom and upkeep of resources.
- Attend and contribute to duty related meetings as required.

**Additional Information**

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and young people and act in a supportive way that helps others and enables them to be open about any issues affecting them.

### **Batley Multi Academy Trust - Employee Specification**

<b>Post: Cover Supervisor</b>	<b>Grade: 7</b>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential/ Desirable</b>	<b>Method of assessment</b>
Qualified Teacher Status.	Desirable	Certificates
Educated to the PGCE standard.	Desirable	Certificates
Educated to A-Levels or equivalent	Essential	Certificates
Experience of using teaching resources and delivering lessons on a range of subjects.	Desirable	Application Form
Experience of working successfully with disaffected learners, including those with challenging behaviour.	Desirable	Application Form
Experience of working in a school setting.	Essential	Application Form

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of assessment</b>
Excellent literacy and numeracy skills.	Application Form/ Selection Process
Good IT skills.	Application Form/ Selection Process
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, learners and parents/carers.	Application Form/ Selection Process
Works cooperatively as part of a team, taking responsibility for activities as directed.	Application Form/ Selection Process
Takes a flexible approach to changing priorities or unexpected situations.	Selection Process
Consistently performs to the best of their ability as directed with the school's/ Trust's policies and procedures and delivers an efficient and effective service.	Selection Process

Responds appropriately to difficult or unexpected situations in the workplace and interprets information to resolve difficult problems.	Application Form/ Selection Process
Ability to use a range of problem solving techniques, to think creatively when presented with varied requests and to know when to refer on to colleagues.	Application Form/ Selection Process
Recognises the importance of continued professional development.	Application Form/ Selection Process
Works with integrity and professionalism.	Selection Process
Flexible approach and adapts to change in a positive manner.	Selection Process
Resilient and able to work under pressure.	Selection Process