



HEALING
ACADEMY

Cover Supervisor



Harbour
Learning
Trust

Purpose of Post

To provide short term cover for classes during the temporary absence of members of the teaching staff

To ensure that students may continue their learning under these circumstances

To supervise and support with trips and excursions

Main duties and responsibilities

- To supervise classes on a day to day basis, overseeing work that has been set in accordance with the school policy
- Instruct students in relation to the work left by the subject teacher
- To manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment
- Ensuring that the classroom environment is safe, productive, tidy and harmonious in the absence of the class teacher
- Keeping pupils motivated to stay on task with any pre-set exercises that their teacher has set
- To provide first aid cover across the school (Training will be provided)
- To carry out medical checks for specific pupils and assist with administering medication. (Training will be provided)
- To collect any completed work after lessons and return it to the appropriate teacher
- To report back as appropriate using the school's agreed referral procedures, including those specific to the cover supervisor role, on the behaviour of pupils during the class, and any issues arising
- To provide additional support for teachers at such times when cover supervision or examination invigilation is not required, as directed by the line manager
- To participate in the daily duty rota supervising break, lunch times and students arriving at the beginning and end of the day.
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To register and record student attendance in lessons, including lateness and absence and further ensuring the dissemination of important messages from other areas of the school.
- To answer students' queries in relation to the instructions left by the subject teacher, ensuring that instructions are understood, encourage peer mentoring where necessary.
- To liaise with subject leaders in relation to work set by subject teachers as appropriate and maintaining a positive support network throughout each subject department.
- To use resources available within the school system to add to work left by teaching staff for the lesson, acquiring extra resources where necessary.
- To supervise groups of students and assist with revision
- To ensure classes enter and leave classrooms in an orderly manner, ensuring safe passage through corridors and stairways
- To ensure the classroom is left tidy and ready for the next lesson after dismissing the class., encouraging students to take responsibility for their learning areas and that all students support each other with the clearing up and packing away.
- To cover for form tutors, including recording attendance, checking equipment / uniform, etc.
- To assist in establishing and maintaining good order within the school, and supporting other staff whilst they are on duty
- Maintaining acceptable behaviour standards around the site not just in the classroom
- Assist teachers in classroom management of difficult groups, providing peer support with teachers and other cover staff.
- To deal with, record and report incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures

Job Description : COVER SUPERVISOR

Contract type:	Permanent
Salary:	Scale 4, Points 7-11 £26,403 - £28,142 (FTE) £22,482- £23,963 (Actual) Term time plus 5 days
Reports to:	Assistant Principal
Location:	Healing Academy, Grimsby

General

- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility including:-
- Covering for absent staff managing Personal Learning Centre and the Bridge
- Supporting the staff of the library
- Providing additional staffing for educational trips and visits.
- Administrative departmental support in Math and English
- Participate at meetings to support and inform communication, provide information, support continuous professional development, ensure consistency and develop a team ethos.
- Contribute to the overall ethos of the school.
- Attend staff meetings where required and undertake ongoing professional training.
- The Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

Cover Supervisor

Specification	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSE (including English and Maths at grade C and above) or equivalent 	<ul style="list-style-type: none"> • A recognised First Aid qualification
Experience	<ul style="list-style-type: none"> • Experience of working with young people • Previous experience of coaching and or mentoring 	<ul style="list-style-type: none"> • Previous experience of working within an educational environment • Supporting group work • Experience of delivering learning to pupils in multiple contexts • Researching learning, organising and planning • Networking and collaboration
Professional knowledge & understanding	<ul style="list-style-type: none"> • Good communication skills • Ability to use and integrate ICT as part of the learning 	<ul style="list-style-type: none"> • An understanding of the education process, national curriculum and current government initiatives • Knowledge and experience of a wide range of strategies/techniques to assist pupils learning
Skills	<ul style="list-style-type: none"> • Flexible approach to work • Effective communication skills • Good inter-personal skills • Ability to work independently as part of a team • Behaviour management skills 	
Personal Attributes	<ul style="list-style-type: none"> • Attention to detail • Friendly and Polite • Punctual • Commitment to the DANCE values • Ability to maintain and promote positive relationships with students • Excellent time management and organisational skills 	

We passionately believe that every child should receive the very best education that prepares them fully for the future

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.