



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 is not 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 provide lesson and registration cover to facilitate students' learning during the absence of teachers.

In the event of no cover being required, to support individual teachers or provide administrative support within the academy.

To work under the guidance of the Line Manager, adhering to the Academy's and the Trust's policies and procedures at all times.

#### General Tasks:

- To supervise teaching groups for the duration of the lesson and direct students in relation to the work provided by the subject teacher during periods of teacher absence.
- To maintain high standards of classroom management and behaviour conducive to effective learning.
- To ensure that students are provided with the necessary resources to facilitate their learning.
- To register and record student attendance in lessons.
- To work to agreed Academy and Trust policies and procedures.
- To answer students' queries in relation to the instructions left by the subject teacher.
- To liaise with the Head of Faculty/Curriculum Leader in relation to the work set by subject teachers as appropriate.
- To ensure the learning environment is left tidy and ready for the next lesson after dismissing the class.
- To report to the appropriate senior member of staff or line manager at a given point in the day.
- To deal with, record and report incidents of inappropriate behaviour, in accordance with the Academy's behaviour policy and procedures.
- To cover for form tutors, including recording attendance, checking equipment/uniform etc.
- To assist in establishing good order within the college, including undertaking supervisory duties at break time and lunchtime as necessary.
- To support and actively participate in the academy's on-call procedure as required
- To participate in, support and supervise out-of-hours study support activities and educational visits.

- To attend staff meetings, teacher training days and training courses as appropriate.
- To provide some administrative duties as requested.
- To invigilate examinations as required.
- To become involved in the wider aspects of Academy life.
- To develop own resources and materials that can be a backup for covering lessons and sharing with other Learning/Cover Supervisors.
- To identify curriculum areas where expertise might be best utilised and/or developed.
- To carry out First Aid duties as appropriate.
- Attend team meetings, as required, to ensure that communication is transparent and effective.

### **Key accountabilities:**

#### **General Tasks**

- Take an active role as a member of staff within Holderness Academy & Sixth Form College, ensuring that the school is a safe and welcoming environment for all staff, students, parents, and visitors.
- Provide a role model and actively engage in the Restorative ethos of the Academy Trust.
- Work flexibly when required should support be needed outside of school hours.
- Undertake additional duties and responsibilities commensurate to the role.

#### **Managing Student Welfare**

- Maintain a calm and positive environment in which students can learn and which is conducive to good behaviour.
- Promote positive values, attitudes, and behaviours to students.
- Challenge and motivate students to promote and reinforce high levels of self-esteem.
- Ensure student welfare is secure and students feel safe in school.
- Contribute effectively to the development of the Academy Vision and Ethos.
- Contribute to the consistent implementation and review of relevant policies.
- Take an active role with regard to safeguarding and child protection of all young people.
- Work in line with policies to manage risk for the organisation.

#### **Managing people**

- Follow the Academy policies and undertake responsibilities around the Academy site to facilitate the smooth running of break/lunchtime/before and after school.
- Providing guidance and advice to students on educational and social matters and ensure accurate record keeping is maintained.

#### **General Duties**

- Take an active role as a member of staff within Holderness Academy & Sixth Form College, ensuring that the school is a safe and welcoming environment for all staff, students, parents, and visitors.
- Support the lunchtime provision offered to students in the Learning Support Department.
- Take a keen interest in continuing professional development of themselves and others.
- Participate in staff training days.
- Prioritise learning and progress.
- Provide Exam support for learners across the school where it is felt that additional support is required with, for example, scribing.
- Provide a role model and actively engage in the Restorative ethos of the Academy Trust.

**Other**

Holderness Academy & Sixth Form College has high expectations of all its employees to ensure that they provide a professional service to our young people and the community.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

**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**

- GCSE (A-C / 5-9) in English and Maths.
- Good standards of basic education, equivalent to NVQ2.
- ICT skills.

**Desirable**

- A qualification in a learning-related context.
- Trained in use of Arbor

*Evidenced by application form and certificates.*

**Experience, Knowledge, and Skills****Essential**

- Experience of working with young people.
- Ability to engage and motivate young people, providing a supportive learning environment where students can thrive.
- Ability to deliver effective supervision of young people and ensure high standards of classroom management and behaviour.
- Ability to work using own initiative in responding to challenging situations should they arise.
- Ability to establish good professional relationships with colleagues at all levels.
- Understanding of safeguarding processes.
- Commitment to own learning and professional development.
- First Aid training or willingness to undertake training

**Desirable**

- Understanding of an effective classroom environment
- Understanding of the variety of ways that children can learn

*Evidenced by application form, interview and references.*

## **Values and Personal Competencies**

### Essential

- Excellent communication and interpersonal skills
- Energy and enthusiasm
- Self-motivation
- Good organisational skills
- Good attendance and punctuality records
- Ability to establish a good rapport with young people
- Commitment to own learning

### Desirable

- Flexibility and adaptability
- Willingness to become involved in other aspects of Academy life

*Evidenced by application form, interview and references.*

- 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.