



JOB DESCRIPTION

Job Title:

Cover Supervisor

Location:

King Edward VI Academy

Job Purpose:

The performance of all duties and responsibilities within this job description will be under the reasonable direction of the Principal and other Senior Managers as appropriate. It will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description outlines, within the terms and conditions of employment, the range of duties attached to the post-holder. It is not a comprehensive definition of duties. This job description may be reviewed annually, and it may be amended at any time during the year following consultation with the post-holder.

To supervise classes whose normal timetabled teacher is absent from school, which involves taking sole charge of a group of pupils.
To assist with general administrative duties.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Assistant Principal (or other designated person)

Grade:

NJC 7

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

- ★ Act in accordance with School policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- ★ To supervise lessons for absent teachers, which will include:
 - ★ Delivering and explaining the work set to students
 - ★ Responding to any questions relevant to the work set
 - ★ Ensuring that the students have the materials they need to carry out the tasks set for them
 - ★ Ensure a positive working atmosphere is maintained and that the work is productive
 - ★ Taking class registers at the start of each lesson
- ★ Dealing with any immediate problems or emergencies according to the School's policies and procedures
- ★ Following the school systems for achievement and behaviour issues related to lessons and recording electronically using the student management system
- ★ Collecting, if required, completed work after lessons and return it to the teacher.
- ★ Assist teaching staff in arranging classroom displays and materials.
- ★ Assist teaching staff with classroom administration and accurate recording of data on the student management system.
- ★ Attend relevant INSET staff training sessions and other ad-hoc meetings.
- ★ Support with the enrichment programme.
- ★ Support with the careers and work experience programme.
- ★ Supervise pupils in designated areas of the school at breaktimes and lunchtime.
- ★ Invigilate internal and external examinations.
- ★ To provide administrative support including filing, word processing and reprographics work.
- ★ To carry out telephone, reception and messenger duties.
- ★ To open and distribute incoming mail and send outgoing mail. Receive incoming goods, checking against orders.
- ★ To assist with the arrangement of routine tasks within School which may include HPV vaccinations, school photographs and induction/open evenings.
- ★ To take the outgoing post to the sorting office at least once per week.
- ★ Undertake any other agreed tasks as may be determined from time to time within the general scope of the post of Cover Supervisor.

MAIN AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

- ★ To report to the immediate supervisor (or other designated person) any problems relating to student behavior, equipment, materials, whole school related matters.
- ★ To work as a member of a team and contribute positively to effective working relationships within the School.
- ★ To undertake any other reasonable and relevant duties in accordance with the changing needs of the School.
- ★ To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and encourage the students to become more responsible for their own learning.
- ★ To undertake any other reasonable and relevant duties in accordance with the changing needs of the School.

KNOWLEDGE/SKILLS/EXPERTISE

The post-holder will contribute to the School's objectives in service delivery by:

- ★ Enactment of Health and Safety requirements and initiatives as directed.
- ★ Ensuring compliance with Data Protection legislation.
- ★ Operating at all times within the School's Equal Opportunities framework.
- ★ Commitment and contribution to improving standards for students as appropriate.
- ★ Help to implement quality assurance procedures.
- ★ Participate in the School's self-evaluation and review cycle.
- ★ Implement modifications and improvement where required.

ACADEMY LEVEL

- ★ No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.
- ★ The post-holder must act in accordance with School policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Test/Presentation

3 – Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ GCSE Grade A*-C (or equivalent) of NVQ level 2 Maths/Numeracy/English/literacy/ ICT	✓		
★ Personal and/or professional development training relevant to this post.	✓		
★ Relevant Professional and/or management qualification		✓	
★ NVQ 3 for Teaching Assistants or equivalent qualification or experience		✓	
Experience			
★ Three years' experience working with children of relevant age	✓		
★ Working effectively in an education environment	✓		
★ Working as part of a team or on own initiative	✓		
★ Working with students	✓		
★ ICT Skills	✓		
★ Experience as teaching assistant or of behavior management		✓	
★ Preferably at least 2 years' experience of applying the regulations applicable to Health & Safety, Hygiene, Child Welfare & Protection		✓	
Skills and Knowledge			
★ Developed listening and observational skills	✓		
★ Ability to maintain and promote positive relationships with children	✓		
★ Ability to relate well to students, be an effective role model and motivate students to achieve success	✓		
★ Ability to raise standards of attainment and aspiration	✓		

★ Professional manner at all times	✓		
★ Strong numeracy and literacy skills	✓		
★ Excellent communication skills, both verbal and written	✓		
★ Knowledge of the national curriculum and other relevant learning strategies/programmes of study	✓		
Personal Qualities and Ethos			
★ Attention to detail	✓		
★ Confidence and good interpersonal and networking skills	✓		
★ Enthusiasm	✓		
★ Initiative and self-motivation	✓		
★ Flexibility, creativity and ability to think laterally	✓		
★ Stamina and a capacity for hard work	✓		
★ Effective time management skills	✓		
★ Ability to be reflective and self-critical	✓		
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.