



## Cover Supervisor

We know from experience that things change throughout the lifetime of a role and so this JD 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 whole classes during the short-term absence of teachers
- The primary focus of the role will be to maintain good order and to keep pupils on task.
- Respond to general questions and provide general feedback to teachers

#### Key accountabilities:

- To promote and safeguard the welfare of pupils.
- Supervise pupils engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all pupils within the classroom
- Keep pupils on task and respond to general queries.
- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for on the SEN register.
- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Attend relevant Academy meetings as required
- To respect confidentiality at all times
- To liaise with Heads of Faculty/Department in relation to the work set by subject teachers as appropriate
- To ensure the classroom is left tidy and ready for the next lesson after dismissing the class

- To set and mark work, within the agreed faculty and Academy policy
- To report to appropriate member of staff (normally Head of Faculty) at the beginning of each day (8.25 a.m.)
- To assist in establishing and maintaining good order within the Academy, including undertaking duties as necessary
- To liaise with support staff allocated to the teaching area
- The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Winifred Holtby Academy, as your employer and you as an employee of the Academy. In addition to the Academy's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Academy's H&S policy

#### **GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Academy.

#### **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**

- GCSEs in English and Mathematics at Grade C or above (or equivalent)
- GCSE's in at least three other National Curriculum subjects at Grade C or above (or equivalent)

##### **Desirable**

- NVQ 3 for Teaching Assistants or equivalent qualifications or experience
- First aid training/training as appropriate
- Learning Support Certificate
- ECDL

#### **Experience, Knowledge and Skills**

##### **Essential**

- Proven experience of working in an Academy or educational establishment
- Experience of working unsupervised with classes / groups of pupils
- Motivation to work with children and young people
- Good communication skills – written
- Good communication skills – verbal
- Ability to use ICT effectively to support learning
- Ability to work to deadlines
- Accurate and well organised approach to work
- A knowledge and commitment to safeguarding and promoting the welfare of children, young people.

- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation

**Desirable**

- Previous classroom experience as TA/CSA or equivalent
- Prior experience of working with vulnerable pupils and those lacking in social skills
- Prior experience of working with challenging pupils
- Understanding of curriculum planning issues
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies
- Understanding of principles of child development and learning processes.

**Values and Personal Competencies**

**Essential**

- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Very good communication and interpersonal skills
- Ability to discuss child related issues with teachers and other professional staff
- Ability to gain the confidence of, work with support and motivate pupils in the relevant year groups as part of structured learning
- Ability to write coherently and effectively
- 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.

Winifred Holtby Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to a Disclosure and Barring Service (DBS) check.