



Faculty/Department	Cover
Job Title:	Cover Supervisor
Grade:	5
Post Purpose:	To cover classes for absent staff to ensure the smooth running of the curriculum
Accountable to:	Cover Manager
Duties, Responsibilities and Key Tasks:	<p>To be responsible to the Headteacher via the Line Manager to assist in the smooth and efficient running of the school by undertaking the following duties:</p> <p>Support for Students</p> <ul style="list-style-type: none"> • Use specialist (curricular/learning) skills/training/experience to support students • Assist with the development and implementation of IEPs • Establish productive working relationships with students, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all students within the classroom • Support students consistently whilst recognising and responding to their individual needs • Encourage students to interact and work co-operatively with others and engage all students in activities • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Provide feedback to students in relation to progress and achievement • Collecting and organising work for excluded students and students in the quiet room <p>Support for the Teacher</p> <ul style="list-style-type: none"> • Work with the teacher to establish an appropriate learning environment • Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate • Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives • Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence • Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested • Undertake marking of students' work and accurately record achievement/progress • Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour • Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed • Administer and assess routine tests and invigilate exams/tests • Organise classroom and other displays • Input student data using Excel or school SIMS packages

Support for the Curriculum

- Cover for absent teachers across the whole school
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources including cataloguing, preparing, issuing and maintaining equipment and materials

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings and minuting of meetings
- Participate in training and other learning activities (including first aid certificate) as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Undertake planned supervision of students out of school hours
- Supervise students on visits, trips and out of school activities as required
- encouraging children to meet the standards of behaviour as set out in the school's policy
- any other reasonable task requested by the Line Manager or other such authorised person as to allow for the efficient running of the school without changing the general character or the level of responsibility entailed
- responsibility for safe guarding and promoting the welfare of children

General

- To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.
- Some working flexibility will be required to meet the demands of this post.
- To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.
- To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders.
- To contribute to whole School and Trust events as and when required.



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| | <ul style="list-style-type: none">• To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.• To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO. |
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This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.



PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Degree level qualification	D	A/I
Knowledge and experience		
Suitable to work with children / promote the welfare of children	E	A/I
Commitment to quality and continuous improvement	E	A/I
Willing to undertake further work related training	E	A
Respect confidentiality	E	A/I
Skills		
Able to work within existing systems and procedures	E	A/I
Ability to work at pace with attention to detail	E	A/I
Ability to work effectively even when under pressure	E	A/I
Ability to build good, effective working relationships with key stakeholders	E	A/I
Ability to communicate with a variety of staff at different levels	E	A/I
Ability to work independently and to use initiative	E	A/I
Excellent IT skills (Microsoft Office and HR Systems)	D	A/I
Highly organised, able to prioritise the work of the team	E	I
Ability to build professional relationships with students based on respect.	E	A/I
Highly organised with good organisational skills.	E	I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	I
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to keeping abreast of COSHH/health and safety legislation	E	I
Commitment to equality and diversity in the workplace	E	I

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

..... Date

Signature