

Job Description

Cover Supervisor

Reporting to:	Vice Principal;
Liaising with:	Staff, parents and other outside agencies, students, visitors, colleagues, external suppliers, and members of the public/local community, Governors;
Grade/Salary:	Band 3 (SCP 6-9)
Hours of work:	23.66 hours per week

Main Purpose:

To provide general cover across the school, supervising children that are without the teacher (you may be required to work in any department within the school).

To provide stability and continuity for children whose lessons are affected through short term teaching staff absence.

To implement agreed work programmes to groups within the classroom, enabling children to access learning activities and structured programmes.

Duties & Responsibilities:

Key Duties

- In the absence of a teacher, provide classroom management, supervision and be solely responsible for a class of pupils during lesson time.
- Deliver programmes and monitor the children and young people's responses to the learning activities where necessary.
- Supervision of teaching assistants in the classroom.
- Communicate the work set by the class teacher to the pupils and ensure that pupils are aware of the teacher's expectations during the course of the lesson with regard to task completion.
- To set high standards and provide a role model for pupils.
- Where work has not been set to deliver relevant work according to the subject and year group.
- To create a purposeful and orderly environment in which pupils can complete work set by the classroom teacher.
- To manage the behaviour of pupils to promote and maintain order and a calm working environment for pupils, including implementation of the school's behaviour policy.
- To report back, as appropriate, on the behaviour of pupils during lesson and any issues arising, using the school's agreed referral procedures.
- To establish productive working relationships with pupils and staff, acting as a role model and setting high standards.
- To collate a bank of supervision work for subjects at Key Stage 3 and 4, in liaison with the relevant.
- Head of Department / Deputy Head. Cover and supervision work will continue to be set by the curriculum department.

- To establish productive working relationships with all pupils within the classroom and school by responding to pupils needs and to assist pupils with access work.
- To promote the inclusion and acceptance of all pupils within the classroom and school.
- Ensure the health, safety and welfare of pupils is maintained at all times.
- Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support pupils' learning and progress.
- Liaise with teachers and other professionals regarding the work set for a class.
- To motivate pupils to complete tasks set by the class teacher and encourage pupils to interact and work co-operatively with others to ensure all pupils are engaged on the set task.
- Respond to any questions from pupils about process and procedures.
- To deal with any immediate problems or emergencies in accordance with the school's policies and Procedures.
- To provide comfort and immediate care in case of minor incidents and report serious incidents to the appropriate person for action, in accordance with the school's policies and procedures.
- To collect any completed work after the lesson and return it to the class teacher as appropriate.
- Accompany teaching staff and pupils on educational visits.
- To support class teachers and the school community, by undertaking routine administrative duties relevant and appropriate to the post, plus any other tasks in support of teaching and learning including reprographics.
- To assist with classroom display.
- To ensure the upkeep of displays around the school site.
- To assist teaching staff with the production of classroom resources as required.
- To use the Evolve system to record school trips, producing risk assessments and to ensure compliance with health and safety requirements.
- To assist teaching staff with record keeping, school inventory records etc.
- Contribute to the overall ethos, aims and work of the school.
- Be aware of, uphold, and contribute towards the development of the school's policies and procedures.
- Participate in appropriate school based meetings and training activities associated with the post.
- To attend and participate in school based INSET days as required.
- To take an active part in appraising their own work against agreed priorities and targets, in accordance with the school's performance management arrangements.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post at the discretion of the Headteacher.
- To maintain confidentiality at all times and to observe Data Protection guidelines.

Wider Responsibilities

- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to Line Manager.
- Comply and assist with the development of policies and procedures relating to Teaching and Learning as required.
- Develop effective professional relationships with colleagues.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.

- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.

General

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust 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.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification Cover Supervisor

A. Training & Qualifications	Essential	Desirable
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above	A	
GCE Advanced level of equivalent qualification	A	
Higher Level Teaching Assistant Qualification		A
Education related degree		A

B. Experience	Essential	Desirable
Experience of working with young people	A & I	
Proven experience of dealing effectively with change	A & I	
Experience of working in a primary / secondary school (dependant on school)		A & I
Proven experience of presenting information to a variety of audiences		A & I
Experience of working with young people in out of school activities		A & I
Proven experience of working with young people with additional needs		A & I

C. Knowledge and Skills	Essential	Desirable
Ability or potential to use and interpret data	I	
Ability to find solutions to complex problems	A & I	

D. Personal Attributes	Essential	Desirable
Flexible in terms of working hours and duties	I	
Able to communicate effectively	I	
Uphold and promote the Catholic ethos and values of the school	I	
Commitment to maintaining confidentiality at all times	I	

E. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Commitment to safeguarding, equality, diversity and inclusion	I	

A = Application I = Interview R = Reference