



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 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:

Key accountabilities:

All staff at Cottingham High School need to act as a cohesive team if we are to achieve high professional standards and implement our ethos of working together. For this reason, all staff, including the Senior Leadership Team, teaching and support staff, have common sections to their job descriptions. Obviously, each person will implement these general requirements with relevance to their own areas of responsibility.

- To implement the aims and ethos of the school
- To support actively the implementation of the School Development Plan
- To ensure that all staff work towards high standards of teaching and learning
- To actively maintain order and discipline in the school as well as to reward good conduct
- To ensure the implementation of all school policies
- To meet deadlines for assessment and reporting and to mark work regularly
- To maintain practices that ensure the highest standards of pastoral care
- To attend meetings as and when required, according to level of responsibility
- To ensure that the school is represented at any pertinent out of school meetings
- To maintain an attractive environment in the classroom and the school in general
- To undertake all duties to the standards set by the whole school community
- To welcome visitors to the school
- To liaise with parents and other stakeholders as appropriate
- To represent the school at all times with appropriate professional characteristics to enhance the school's reputation in the community
- To ensure own professional development and attend in-service training courses as appropriate
- To suggest changes to the work of the school to enhance teaching, learning and assessment
- To implement the most recent conditions of service set by the Department for Children, Families and Schools

- To maintain the relevant teacher standards as indicated in the 'Professional Standards for Teachers' framework
- To ensure 'Safe Working with Children' as described in the school's guidance documentation
- To undertake such activities as can be reasonably expected by the Headteacher

Specific

- Supervising classes in the absence of a member of teaching staff ensuring purposeful learning, as per statutory regulations
- Supporting students in class when not supervising a lesson to aid effective learning
- Implementing work programmes with individual and/or groups of students in or outside of the classroom
- Arrange cover for absent colleagues. Liaise with colleagues internally and /external agencies and gather appropriate work.
- To attend parents' evenings, open days and meetings with parents/carers and other professionals as required
- To assist in escorting students on educational visits and to participate in extra-curricular activities as required
- To attend relevant meetings and training sessions
- To keep up to date with developments and changes in the national curriculum
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall from time to time reasonably require
- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy
- To carry out administrative work to support students' learning, including photocopying
- To maintain good relationships with all staff, students, parents/carers and other professionals
- To understand and implement the school's Behaviour Policy and Code of Conduct including the issuing of rewards and sanctions within the school's guidelines to ensure a constructive environment
- To ensure the good order and safety of the students being supervised including an orderly start and finish to the lesson
- To keep accurate attendance records of students in supervised lessons.
- To provide students with clear information and instructions relating to the work to be completed by them
- To respond to any questions from students about the work set, processes and procedures
- To help students with the organisation of the work set and the materials and resources provided
- To leave the classroom in good order and secure at the end of the lesson
- To return work completed in lessons and information such as class register, textbooks, and equipment to the appropriate teacher
- To report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff
- To use ICT effectively to support learning activities
- To liaise with the appropriate staff such as AILs, TLLs with regard to the work that has been set so that requirements are fully understood
- To provide support to students, including those with special educational needs and English as a second language, under the direction of the class teacher/SENCO
- To deal with any immediate problems or emergencies according to the school's policies and procedures

- To put up and maintain appropriate classroom and corridor displays within the school
- To supervise registration periods in the absence of the Form Tutor completing required documentation / data entry
- To provide supervision during break and lunch times as required

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- A good level of education (GCSE at grade C or equivalent in English and Maths)
- 2 years' experience in an educational setting, working with students
- To be First Aid trained or a willingness to become first aid trained
- Desire to enhance and develop skills and knowledge through CPD

Experience, Knowledge and Skills

Essential

- A range of practical skills and knowledge which support the learning of students, including those with special educational needs and/or students who are disadvantaged.
- The ability to liaise effectively with colleagues, including acting upon information and sharing information with staff.
- A calmness when faced with confrontational, defiant or obstructive pupils and/or situations
- Ability to build and form good relationships with students, parents/carers and colleagues and external agencies
- Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals
- Ability to work constructively as part of a team, understanding school roles and responsibilities including own
- Good standard of numeracy and literacy skills
- Ability to use basic ICT packages and equipment effectively
- Working knowledge of behaviour management strategies
- Working knowledge of national curriculum and other basic learning programmes / strategies
- Ability to appropriately deal with confidential information / situations
- Initiative and ability to prioritise one's own work and meet deadlines
- Commitment to the highest standards of child protection
- Recognition of the importance of personal responsibility for Health & Safety
- Commitment to the school's ethos, aims and its whole community
- Ability to analyse interpret data to summarise the progress of students
- The ability to supervise and if appropriate, lead small intervention groups

Desirable

- Working knowledge of the needs of specific SEN groups for example ASD
- Working knowledge of the pupil premium and the impact on disadvantaged students