



### JOB DESCRIPTION

Role Title	Department	Reports to
Cover Supervisor	Teaching and Learning	Assistant Headteacher

#### PURPOSE

The post holder will be expected to supervise classes of students during absences or as required, maintaining high standards of student behaviour at all times

The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

#### DIMENSIONS

Direct Reports	Budget Responsibility
None	None

#### PRINCIPAL ACCOUNTABILITIES

- Take responsibility for groups or classes of students in the short-term absence of their usual teacher.
- Supervise work that has been set in accordance with academy policy;
- Liaise with teaching staff with regard to work set for a class;
- Maintain high standards of student behaviour, in line with Academy Behaviour Policy.
- Work in conjunction with the relevant staff to support student behaviour, welfare and achievement.
- Promote the academy's values and ethos.
- Encourage students to improve the quality of their work and keep on task.
- Deal with any immediate problems or emergencies in accordance with the academy's policies and procedures;
- Ensure that students use equipment safely.
- Keep a record of student attendance in lessons and report any concerns to the Attendance Officer or Pastoral team.
- Report back, as appropriate, using the academy's agreed procedures, on the behaviour of students during the class, and any other issues arising;
- Collect completed work after lessons and return to appropriate Teacher/Department.
- Promote the inclusion and acceptance of all students within the classroom
- Take part in professional development activities to enhance job effectiveness.
- Accompany students on trips, visits and other educational activities.
- Support the work of administration team when not deployed directly covering a class.
- Support and contribute to the development of an "activity bank" of resources.

- Contribute to supervision duties to ensure the maintenance of a safe and secure environment.
- Take responsibility for leading or covering a Tutor group, if required.
- Supervise an Academy After-School club
- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trusts culture.
- Encourage the development of productive and collaborative working relationships across the Trust.
- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

#### PERSON SPECIFICATION (SKILLS, QUALIFICATIONS, COMPETENCE LEVEL ETC)

##### E – Essential

##### D - Desirable

Qualifications/Education	<ul style="list-style-type: none"> <li>• Educated to A Level, or above or to an equivalent standard (D)</li> <li>• Minimum of GCSE grade 'C' in English and Maths (E)</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• Previous experience of covering lessons. (E)</li> <li>• Previous of experience of working in a school environment with an understanding of how children learn. (E)</li> <li>• Previous experience of supporting teachers in setting clear expectations in behaviour.(D)</li> <li>• Ability to work under pressure and on own initiative (E)</li> <li>• Has a desire to help young people achieve their potential. (E)</li> </ul>
Technical/Business Skills/Ability/Training	<ul style="list-style-type: none"> <li>• Excellent IT skills, including SIMS, Microsoft Word, Excel and Outlook. (E)</li> <li>• Excellent interpersonal skills and written skills. (E)</li> <li>• Able to demonstrate decision making skills and the use of initiative. (E)</li> <li>• Excellent organisation and administrative skills. (E)</li> </ul>
Particular aptitude/Personal skills required	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with people of all ages. (E)</li> <li>• Versatile, flexible and enjoys working as part of a team. (E)</li> <li>• Has a desire to help young people achieve their potential. (E)</li> </ul>

## **Associate Staff Standards**

We as Trust colleagues, make upholding the reputation and standards of the Trust our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

## **Personal and Professional Conduct (Job Description Statement)**

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: ..... SIGNED: .....