

Job Description

Job Title:	Cover Supervisor
Responsible to:	Senior Cover Supervisor
Responsible for:	n/a
Salary:	TA Grade 3 – SCP 7 - 17 £26,403 to £31,022 FTE (£22,681 to £26,649 pro rata)
Hours:	37 hours per week, Term time plus inset days

Main Duties and Responsibilities of the Cover Supervisor:

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes, it may also involve progress and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

Day to day management of Supply Staff under the guidance of the Senior Cover Supervisor.

Main Responsibilities and Tasks

When covering lessons or supervising designated groups of students;

- Assess their needs and use detailed knowledge and specialist skills to support their learning.
- 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.

When supporting teachers;

- Cover lessons.
- Organise and manage the learning environment and resources when covering lessons.
- Within an agreed system of supervision, deliver challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of the range and level of progress and attainment.
- Work within the schools' behaviour framework to anticipate and manage behaviour constructively, promoting self-discipline and independence.
- Administer and assess/mark tests and invigilate exams/tests.

In relation to the delivery of the curriculum;

- Deliver learning activities to students within an agreed system of supervision, adjusting activities according to student responses/needs.
- Deliver local and national learning strategies, e.g. the National Strategy, Literacy, Numeracy, ICT and make effective use of opportunities provided by other learning activities to support the development of student skills.
- Use ICT effectively to support learning activities and develop student competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of student interests and language and cultural backgrounds.

In supporting the school;

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting 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 Catholic ethos/work/aims of the school.

- Establish constructive relationships and communicate with other staff in liaison with the teacher, to support achievement and progress of students.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Where appropriate, deliver out of school learning activities within guidelines established by the school.

Staff Cover;

- In accordance with the rarely cover policy manage the cover of Teaching Staff ensuring the smooth delivery of Teaching and Learning.
- Liaising with the Senior Cover Supervisor regarding the management of short- and longer-term cover.
- Liaising with the Senior Cover Supervisor to monitor daily attendance advising of staff absent through sickness or absence for dependents.
- Liaising with the Senior Cover Supervisor, monitor scheduled absences such as training, meetings and co-ordinate actions to ensure the continuity of teaching.
- Liaise with the Senior Cover Supervisor on cover requirements and the requirements of supply teachers through supply agencies.
- Check ID, DBS and vetting of supply teachers
- Induct new supply staff on the standards and daily processes of the school.

Other Duties

- Administration of collapsed classes/groups as advised by Assistant Principal for KS4/5 during specific times of the academic year. Including the issuing of timetables for changes for staff and updating of Sims to reflect changes.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Exam invigilation.
- Support for the school office administrative team.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of the post.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.
- To operate the agreed procedures of attendance registration during form time and lessons.
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Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support, at all times, the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

The Our Lady of the Magnificat Multi-Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including online searches and a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.