

<b>Job Title:</b>	Student Support Worker/Cover Supervisor (Inclusion and Cover)	<b>Reports to:</b>	Deputy Headteacher
<b>Location:</b>	UTC Plymouth	<b>Accountable to:</b>	Executive Headteacher
<b>Salary/Grade:</b>	Grade E (Plymouth)	<b>Hours of Work:</b>	7.4 hours weekly

This unique role is designed to deliver dynamic support for students as part of a committed and child-centred team. The SSW will play an integral role in maintaining high standards of teaching and learning by supervising whole classes during short-term teacher absence. This role would be well suited to an individual with an interest in working with SEND students. In addition to classroom supervision, the role includes providing key support to the Student Support Team when not covering lessons, including call-out response and pastoral interventions.

This dual role requires a commitment to ensuring continuity of education, classroom engagement, and a positive learning environment, as well as contributing to student well-being and behaviour support when required.

## Principle Purpose of the Role

- To facilitate high-quality teaching and learning by delivering pre-prepared lesson content in the absence of the regular teacher.
- To foster a positive learning environment by managing classroom behaviour and ensuring students remain on task.
- To provide additional support to the Student Support Team, including assisting with pastoral care, responding to call-outs, and implementing behaviour interventions when not covering lessons.
- To collaborate with teachers, pastoral leads, and senior leaders to uphold school policies and maintain an inclusive, supportive educational environment.
- To facilitate and deliver support services and early interventions that enhance parental capacity and family relationships.
- To develop and implement a range of innovative approaches to effectively engage with families, particularly those who are hard to reach, in order to improve outcomes for children.

As well as the core responsibilities detailed above, other key areas of accountabilities and tasks include:

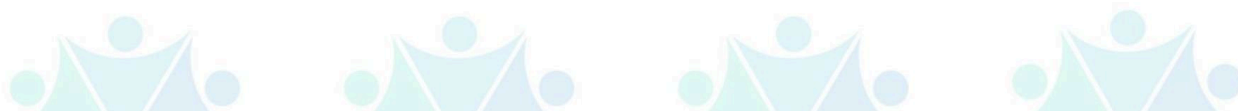
## Key Duties

### Cover Supervision:

- Deliver pre-planned lessons, ensuring students remain engaged and meet learning objectives.
- Maintain a calm and purposeful classroom environment in line with school behaviour policies.
- Provide feedback to the class teacher on student progress and any issues arising.
- Adapt to cover a range of subjects and year groups as needed.

### Student Support:

- Assist with on-call duties, responding to student needs, as part of a child-centred team.
- Support pastoral interventions, working with the Inclusion and Welfare Team to provide targeted assistance.
- Support structured social time activities, detentions, and the restorative programme.
- Provide hands-on support with positive intervention programmes.



## Generic Responsibilities

- To maintain ongoing Continuous Professional Development (CPD) activity and undertake any in-service training related to the post, including annual mandatory and role-specific training.
- To maintain regular contact and good working relationships with all staff throughout the Trust and external organisations.
- To maintain the security of the data held in the Trust systems in line with all relevant legislation, including the Data Protection Act 1998 and UK General Data Protection Regulations.
- To actively participate and attend team (and other) meetings as required for updates regarding Departmental procedures and action accordingly.
- To support the Trust's internal and external audit processes.
- To act as an exemplary role model of the Trust's values and behaviours.
- To ensure that safe working practices are followed in respect of all areas within the provisions of The Health and Safety at Work Act 1974.
- To comply with Trust Policies and Procedures.
- To maintain confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other people except in the recognised course of duty. The postholder must always meet the requirements of the Data Protection Act.
- To be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

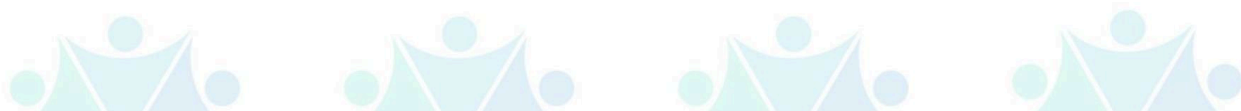
## Staff Development and Performance

- The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
- The Trust will aid and agree development objectives for the postholder to enable the postholder to achieve their objectives and standards in line with the development plan.
- If the postholder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their line manager at the earliest opportunity.

## Demands and Working Conditions

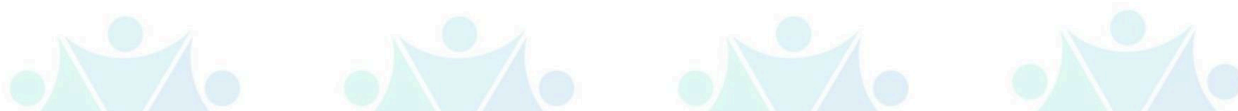
- This is an operational post and there will be considerable conflicting work demands, deadlines and interruptions, particular during peak periods and operational deadlines.
- The postholder is to undertake other duties commensurate to the grade of the post.
- Adhoc travel to attend training events and meetings may be required.
- There may be occasions when it will be necessary to cover other roles within the team or to work with other colleagues when there are peaks and pressing issues.
- There may be a requirement to spend large amounts of time working on sensitive information, for example, reports and audits.

**Note:** You may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. As such, the job description therefore is not intended to be exhaustive. It is also subject to change in the light of service developments and in consultation with the postholder and their manager. The post holder will be expected to adopt a flexible attitude to the duties to meet deadlines.



## Person Specification

Education and Training			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Five GCSE/O Level/Functional Skills passes to include grade C/4 or above in English and Mathematics (or equivalent)	E	X	
Role specific qualifications relevant to role e.g. Team Teach	D	X	
Experience, Knowledge and Skills			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Proficiency in Microsoft Office programs, specifically, Word, Excel, Outlook, PowerPoint	E	X	X
Knowledge of how to work and maintain confidentiality in relation to data/information at all times	E	X	X
Ability to read, write and communicate effectively in English in order to deliver in all aspects of the role	E	X	X
Previous experience of working in the education sector	D	X	
Strong classroom management skills and ability to foster a positive learning environment	E	X	X
Awareness of safeguarding principles and school behaviour policies.	E	X	X
Ability to work flexibly across both teaching supervision and student support responsibilities.	E	X	X
Excellent communication and interpersonal skills.	E		X
Ability to build effective working relationships with staff, students, and parents.	E		X
Experience of delivering lessons or working as a Cover Supervisor.	D	X	
Safeguarding trained and experience handling sensitive information.	D	X	X
Knowledge of SEND and pastoral support strategies.	D	X	X
Personal Attributes			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Highly organised and able to manage a busy workload	E		X
Commitment to safeguarding and promoting the welfare of children and young people	E		X



Clear understanding and working knowledge of Reach South Academy Trust, its ethos and values partners, relevant systems and procedures. Uphold the school's values of Courage, Curiosity, Creativity, and Respect in all aspects of the role.	E		X
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Demonstrate personal and professional integrity, including modelling values and vision;	E		X
Commitment to promote and support the aims and value partners Reach South Academy Trust	E		X
Motivated to work within the education sector and alignment with Reach South values and behaviours	D		X
Promote an inclusive learning environment where every student can succeed.	E	X	X
Work collaboratively with colleagues to ensure a seamless approach to student learning and support.	E		X
Maintain accurate records, particularly regarding safeguarding and student progress.	E		X
Act in accordance with the Trust's policies and procedures, including those relating to Health and Safety, Safeguarding, Diversity, Inclusion and Belonging.	E		X

## About UTC Plymouth

Located in Plymouth's historic Coastal Quarter, we are a centre of excellence for Plymouth with our specialism for creative thinking, underpinned by our broad and balanced curriculum. We are a diverse family and responsible to all corners of our community.

Our young people are offered outstanding learning opportunities in a broad range of subjects focusing on industry, innovation and technological competence. Rated 'Good' by OFSTED inspectors in February 2023, we have a relentless drive for improvement, equity and social justice. All barriers to success will be removed with no young person being held back in their quest to become the next generation of innovators, creators, scientists and environmentalists. Employability is our end goal.

We are part of Reach South Academy Trust, which supports schools across the South West in delivering outstanding education and holistic development for young people.

