

St Augustine Academy

Job Description



Job Title:	Cover Supervisor	Reporting to:	Assistant Principal
Grade and Range:	WAT grade D pt.6-9	Working Pattern:	Term time + INSET

Purpose and Context:	To provide effective lesson cover for absent staff throughout the Academy
Duties and Responsibilities	<ul style="list-style-type: none"> To cover lessons across Key Stage 3 & Key Stage 4 for both planned and unplanned staff absence. Collect work for students and ensure that it is communicated correctly – to include a lesson plan where absence is known in advance. Supervise students' work that has been set in accordance with the Academy policy ensuring that the work is completed to the best of the students' abilities. Ensure that a register is taken as per Academy policy. Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment. Respond to any questions from students about process and procedures. Deal with any immediate problems or emergencies according to the Academy's policies and procedures. Collect any completed work after the lesson and return it to the appropriate teacher. Report back as appropriate using the Academy's agreed referral procedures on the behaviour of students during the class, and any issues arising, including subsequent follow up/contact with parents as required. Attend team meetings and staff meetings as required. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Every Child Matters agenda and safeguarding procedures. Undertake any necessary professional development as identified in the Academy Improvement Plan by taking full advantage of any relevant training and development available. Participate in current arrangements for Performance Management, as necessary. Attend team meetings and staff meetings as required.
Culture and Ethos	<p>To promote the Woodard Christian Ethos that embraces all faiths and none</p> <p>To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.</p>
General	To carry out any other duties as may reasonably be required by the Principal.

All staff are expected to;

- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on Keeping Children Safe in Education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

All staff have an entitlement to high-quality induction and continuing support and development.

All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: Date:

Signed: (Principal)

St Augustine Academy

Person Specification



Cover Supervisor		
A	Education and Qualifications	Essential or Desirable
1	GCSE (or equivalent) passes in English and Mathematics	E
2	A Level qualification	D
B	Experience and knowledge	Essential or Desirable
1	Ability to manage behaviour, using a range of strategies	E
2	An understanding of, and the ability to support, SEND	E
3	Experience of working with children of secondary school age in the classroom	D
4	An understanding of the curriculum requirements of schools and academies	D
5	An up-to-date awareness of the latest best practice in teaching and learning	D
6	Experience of working with children with SEN	D
C	Skills and abilities	Essential or Desirable
1	Excellent numeracy and literacy skills	E
2	Ability to manage classroom activities, physical learning spaces and resources in a safe manner	E
3	Versatile approach to day-to-day work	E
4	Competence in the use of ICT to support teaching and learning.	E
5	Ability to communicate effectively with people at all levels	E
6	Excellent interpersonal skills	E
7	Ability to hold regular and routine contact with students, staff and parents	E
D	Motivation	Essential or Desirable
1	Willing to expand on current experience	E
2	Committed to the safeguarding and wellbeing of young people	E
3	Willing to support and promote the ethos of the Trust/Academy	E

Cover Supervisor

E	Personal qualities	Essential or Desirable
1	Ability to work both unsupervised and in a team	E
2	Ability to stay calm under pressure	E
3	Flexibility and initiative	E
4	Enjoys working with young people	E
F	Special Requirements	
1	All post holders will be required to undertake an enhanced DBS check. Individuals on the children's barred list should not apply.	E