

Job Description

Post Title: Cover Supervisor

Location: Heanor Gate Spencer Academy

Salary/Pay Range: NJC07, actual salary £17,178.43

Hours of Work: Full-time, term-time, 37 hours per week

Reporting to: Cover Manager

Purpose of Role

We are looking to appoint an enthusiastic, flexible individual who is able to work on their own initiative within a given structure. The post provides the opportunity for suitably qualified and/or experienced personnel to join the staff of this highly regarded school, in a role which forms an important part of the school's future. The successful applicant will join a very committed and forward-thinking team. We are a 'good' school (Ofsted March 2017) with a strong commitment to ongoing professional development.

Nature and Scope

The role includes:

- Supervision of students' learning in the absence of a teacher
- Support of curriculum/admin areas, e.g. display, admin tasks, participating in school trips and activities
- Exam invigilation as required
- Support the work of other support teams within the school as required

Main Duties and Responsibilities

- In the absence of the teacher, provide supervision of and be solely responsible for a class of students during lesson time
- Deliver the lesson according to the lesson plan/scheme of learning and seek additional advice/guidance from the CTL if required
- Manage the behaviour of students to promote and maintain order and a calm working environment for students, including implementation of the school's behaviour policy
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Address, as appropriate, on the behaviour of students during lessons, and any issues arising, using the school's positive behaviour management policy
- Refer to faculty guidelines for additional support when dealing with behaviour
- Promote the inclusion and acceptance of all students within the classroom and school
- Ensure the health, safety and welfare of students is maintained at all times
- Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support students' learning and progress
- Liaise with teachers and other relevant professionals regarding the work set for a class
- Communicate the work set by the class teacher to the students and ensure that students are aware of the teacher's expectations during the course of the lesson with regard to task completion
- Motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively with others to ensure all students are engaged on the set task
- Respond to any questions from students about process and procedures
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures
- Provide comfort and immediate care in case of minor incidents, and report serious incidents to the appropriate person for action, in accordance with the school's guidance, policies and procedures

- Collect any completed work after the lesson and mark it in line with assessment policy, and return it to the class teacher as appropriate
- Invigilate examinations
- Accompany teaching staff and students on educational visits
- Contribute to the overall ethos, aims and work of the school
- Be aware of, uphold, and contribute towards the development of the school's policies and procedures
- Participate in appropriate school-based meetings and training activities
- Undertake any administrative duties relevant and appropriate to this post
- Undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post. Any changes of a permanent nature will be incorporated into the job description in specific terms, following consultation with the post holder.

General

- The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate
- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding
- Participate in the Trust Appraisal process and undertake professional development as required
- Adhere to all internal and external deadlines
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification

	Essential	Desirable
Experience		
Working with young people	x	
Understand the challenges associated with inclusion	x	
Experience of working in a school		x
Experience of working in a people focused environment		x
Administrative experience		x
Qualifications		
5 GCSE including English and Maths grade A*-C or equivalent or able to demonstrate this level of literacy and numeracy	x	
Further or Higher Education qualification		x
Knowledge and Understanding		
Understand the importance of safeguarding and safer recruitment within a school environment	x	
Understand and respect sensitivity of confidential issues linked to home/pupils/teacher/school work	x	
Understanding of current trends in education		x
Data Protection Act		x
Skills		
Ability to develop and maintain effective working relationships with young people and colleagues as individuals and in groups	x	
Anticipate problems and develop creative solutions	x	
High level of oral, written and ICT skills	x	
Excellent presentation skills	x	
Ability to plan, organise and prioritise tasks	x	
Listen and reflect on feedback from others	x	
Ability to use ICT effectively to support learning	x	
Use of SIMS or equivalent		x
Behaviours		
Commitment to inclusion	x	
Team player	x	
Concern for the welfare of others	x	
Positive attitude	x	
Excellent personal presentation	x	
Other		
Commitment to own professional development and training	x	