

Job Description

Post title	Cover Supervisor
Salary	Band 2
Responsible to	Office and Cover Manager and Deputy Principal (Teaching and Learning)
Responsible for	There are no direct line management responsibilities associated with this role.
Role purpose	Supervision of whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementation of work programmes, managing student behaviour and assisting students in relevant activities.
Relevant qualifications	<ul style="list-style-type: none"> • Minimum GCSE or equivalent Level 2 in literacy and numeracy. • Training and experience of relevant learning strategies. • Experience of working with and supervising young people.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementation of work programmes, managing student behaviour and assisting students in relevant activities.

To assist students and teachers with their daily tasks and to ensure the areas within the are maintained to a high standard.

Key Responsibilities

Curriculum Support

- To provide structured, purposeful and appropriate short-term cover to support learning activities.

- To deliver pre-prepared programmes of study provided by curriculum staff in the event of staff absence.
- To understand the aims, content, teaching strategies and intended outcomes for lessons.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Identify students with Special Educational Needs and Disability (SEND) and work appropriately with Learning Support.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the curriculum staff, contributing to systems/records as requested.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Provide general support, for example, administer coursework, produce worksheets for agreed activities, etc.

Student Support

- 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 cooperatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.

- Provide feedback to students in relation to progress and achievement.

Other

- With support, develop your skills to manage student behaviour and promote effective learning in line with the academy's behaviour policy to promote a positive learning environment.
- To work flexibly on a day-to-day basis and work on a support basis when not required for cover purposes.
- To use administrative systems for registration, monitoring and assessment purposes.
- To actively participate in the academy's pastoral system and cover registration as required.
- To carry out duties as required.
- To accompany field trips and visits as required.

Support for the Academy

- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence and employing strategies to recognise and reward achievement.
- Participate in and contribute to in-school professional development programmes and undertake own research about appropriate and effective intervention strategies.
- Become familiar with and implement staff codes of conduct and relevant academy policies including those for child protection, equal opportunities, inclusion, behaviour and homework.
- Attend and contribute to meetings which relate to the role.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Work closely with the academy staff to ensure that the regulations and requirements of the external examination boards are met.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.

- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent academies at events as appropriate.
- To support and promote academy and United Learning's ethos, playing a part in strengthening relationships between academies in the cluster and between the cluster and central office.
- To be aware of, and comply with, United Learning's policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academies and Trust.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Principal and Human Resources as required. Trade Union representatives will be welcome in any such discussions.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	