

## Job Description

<b>Job Title:</b>	Cover Supervisor
<b>Location:</b>	Four Dwellings Academy
<b>Hours of work:</b>	Term Time Only
<b>Reports to:</b>	Vice Principal

### Overall Responsibilities:

To supervise whole classes during the short-term absence of teachers. This role also involves supporting school based exclusion (Inclusion Room) and the Student Support Centre.

### Main Duties:

1. To ensure that students work in a calm and secure environment and manage the behaviour of students while undertaking work.
2. Act as a role model, maintaining high standards of student work, conduct and behaviour and use a range of strategies to ensure good behaviour for learning.
3. Respond to questions about process and procedure and encourage students to improve the quality of their work and stay on task.
4. Promote the inclusion and acceptance of all students within the classroom and be aware of the targets outlined in a student's Individual Education Plan, Medical Plan or Monitoring Report.
5. To ensure that students use equipment safely.
6. Refer any students' concerns to the relevant Form Tutor, Head of Year/Key Stage.
7. To keep a record of student attendance at and punctuality to, lessons and report any notable observation to the form tutor by completing attendance registers.
8. Check uniform and jewellery and refer any problems to the Head of Year/Key Stage.
9. Attend relevant Academy meetings and training as required.
10. To read and conform to the relevant Academy policies pertinent to the post, with particular reference to the confidentiality policy.
11. All appointments made are, as usual, subject to the receipt of satisfactory references and a DBS check

### Support for Teachers

12. Collect any completed work after the lessons and return it to the appropriate teacher.
13. Using the Academy's agreed referral procedures provide objective and accurate feedback to the teacher on the conduct of pupils in the lesson and keep appropriate records as agreed with the teacher.
14. Promote positive values, attitudes and good student behavior, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behavior.

### Support for the Curriculum

15. Support the use of ICT where appropriate and make appropriate use of equipment and resources.

### **Support for the Academy**

16. When not needed to perform Cover Supervision for short-term absence, the post holder will be expected to work, as part of the Inclusion team, on resource materials for use in department areas to enable students to continue their learning when class teachers are absent on a temporary basis.
17. Deal with any immediate problems or emergencies according to Academy policies and procedures which may include appropriate administrative tasks.
18. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection and SEN, reporting all concerns to an appropriate person.
19. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
20. Participate in professional development training and other learning activities as required.
21. To be alert to any safeguarding concerns and inform the DSP as soon as possible during the course of that working day.
22. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Four Dwellings Academy provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Four Dwellings Academy.

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.
5. There may be occasions when it will be necessary to cover other Administrative roles within the Academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## Person Specification

Job Title: **Cover Supervisor**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	English/Literacy and Mathematics/ Numeracy to at least Level 2 of National Qualification framework.	A knowledge and understanding of learners needs in a specialist area
<b>Knowledge/ Experience</b>	<p>Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements</p> <p>Understanding of aims, content, teaching strategies and intended outcomes in lessons</p> <p>Working and supporting learners in an educational environment</p> <p>Experience of effective delivery of specific areas of the curriculum to individuals and in small groups</p> <p>Knowledge of the key factors affecting the way young people learn</p> <p>Knowledge of a range of strategies to establish purposeful learning and promote good behaviour</p>	Experience of supporting learners with specific needs
<b>Skills/Abilities</b>	<p>Use of ICT to advance both own and students' learning</p> <p>Developed administrative skills including report writing and observations/evaluations</p> <p>Ability to organise, prioritise and work on own initiative</p> <p>Written – Ability to record basic information and undertake written tasks as required</p> <p>Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone</p> <p>Ability to communicate effectively and sensitively with Academy staff, professionals and parents/carers</p>	

	<p>Relationships – Experience of forming appropriate and productive relationships with students, staff and parents</p> <p>Team work – Proven experience of effective team and independent working</p> <p>Ability to work with collaboratively and flexibly within a team and contribute to team development</p> <p>Confidentiality – Comprehensive understanding of confidentiality issues within a school environment</p> <p>Creativity – Ability to work on own initiative</p>	
<p><b>Special Requirements</b></p>	<p>Health &amp; Safety – An understanding of Health and Safety in the workplace and how this applies</p> <p>Continuous Professional Development – Commitment to increasing own learning and development</p> <p>Commitment to raising educational achievement, positive values, attitudes and behaviour</p> <p>Commitment to building and maintaining successful relationships with pupils</p> <p>An understanding of Equal Opportunities and the issues affecting the social, cultural, linguistic, religious and ethnic backgrounds.</p>	