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## Job Description for Cover Supervisor

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**Responsible to:** Assistant Headteacher  
**Based at:** Wingfield Academy  
**Paid on:** Band F of the Support Staff Spine

### OVERALL PURPOSE OF THE POST

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- Be prepared to work in accordance with the academy policies to maintain the highest standards of professionalism.
- Support students who are experiencing barriers to the learning process by assisting them to access the mainstream curriculum.
- Promote the aims and ethos of the academy.
- Support the relevant line manager.
- Ensure that all commitments are completed in due time and to the required standards.
- Participate in the academy's performance management system as an essential contribution to the professional development process.

### MAIN DUTIES

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- Assume responsibility for the supervision of classes to release teachers for professional development and during absences (short and long term).
- Supervising the students with work left in accordance with the academy's policy.
- In liaison with the Curriculum Team Leader use pre-prepared resources to plan for lessons in accordance with the days/weeks absences.
- With the direction of additional PPA, support Curriculum Team Leaders in the assessment of students work.
- Provide in class support, as required, under the direction of the class teacher.
- To work with individual students who are exhibiting either learning or behavioural problems.
- Provide general administrative support as directed by relevant line manager.
- To work with a wide range of adults, including external agencies as required.
- Attendance at after-school meetings as required.
- Provide support for after-hours learning as required.
- Provide support for staff INSET.
- Offer a flexible approach to work areas and responsibilities.
- Contribute to the whole academy break time duty rota.
- Carry out any other related tasks which may arise as a consequence of further developments.
- Record student attendance and supervise students in form period and/or assembly.
- Leaving the classroom in good order at the end of the lesson.
- Supervising entry and departure of students in accordance with academy policy.

- Assisting in exam invigilation in accordance with the Academy policy.
- Assisting in exam invigilation under the supervision of the examinations officer.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
- Respecting confidential issues linked to home, students, teacher and academy work and to keep confidences as appropriate.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- Be committed to the safeguarding and wellbeing of children and young people.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Academy/Trust, and only after consultation with you.

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.**

## Person Specification for Cover Supervisor

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Ability to lead a whole class teaching/cover.</li> <li>• Experience of managing parental face to face communications.</li> <li>• A sound understanding of child development.</li> <li>• Awareness of the issues involved in the support role in a secondary setting.</li> <li>• Experience of working with primary or secondary age students.</li> <li>• Understanding of the roles of other agencies/</li> <li>• Experience of making a contribution to the development of a relevant department.</li> <li>• Experience of supporting the pastoral needs of children.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• GCSE English and Mathematics graded C or above (or equivalent).</li> <li>• Commitment to attend appropriate training and development commensurate with the post.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to initiate and self-direct personal responsibilities.</li> <li>• The ability to work flexibly</li> <li>• A willingness to work across the secondary phase.</li> <li>• High order communication – both verbal and written.</li> <li>• Ability to work as a team and on own initiative if required.</li> <li>• Knowledge of child protection and safeguarding.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to working in partnership with parents and other agencies.</li> <li>• Strong oral and written communication skills with a wide variety of audiences.</li> <li>• Good interpersonal skills – ability to deal effectively with a wide range of people at all levels.</li> <li>• Discrete and sympathetic when dealing with sensitive and confidential matters.</li> <li>• Flexible and able to adapt to change.</li> <li>• Calm and able to handle difficult situations firmly yet with understanding.</li> <li>• Ability to work on own initiative.</li> <li>• Can inspire and motivate others to deliver their full potential and achieve goals.</li> <li>• Demonstrates honesty and integrity.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develops and selects effective solutions to problems and proactively manages risk and change.</li> </ul>
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Equality and Diversity – demonstrate fairness and respect in managing own behaviour and behaviour of others.</li> <li>• Candidates must have a desire to undertake professional development towards a career in teaching.</li> </ul>

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*