



Job Title: Cover Supervisor	Grade: 7
Department: Whole School	Accountable to: Assistant Head teacher
Contractual Terms: Permanent	Responsible for: N/A

Overall Purpose of the Job:

To work as part of a team of teachers and associate staff to support the learning and welfare of learners, including those with special educational needs.

To provide practical support for learning, educational activities, developing social skills, integration and for securing learner's physical and emotional wellbeing.

To provide short term cover in the absence of the classroom teacher.

Key Duties and Responsibilities:

Teaching Support

- Undertake duties in accordance with school practices and procedures, ensuring the postholder actively upholds and promotes the philosophies of the school.
- To work under the direction of the relevant Head of Department to supervise learners. In conjunction with the Head of Department, provide support to individuals and groups as required, on pre-planned activities to reinforce the teacher's approach.
- Undertake cover in the absence of the class teacher, administering pre-planned activities to whole classes.
- In conjunction with the teacher/line manager, participate in and assist in the supervision of educational visits.

Learner Support

- To provide support and guidance on an individual, group or whole class basis through curriculum activities.
- To actively encourage learners to participate in the life and activities of the school and access the national curriculum to their best ability, in order to maximise their achievement by overcoming either behaviour, physical or emotional difficulties.
- in liaison with appropriate staff, to supervise the learners on the school site during the midday break and during after school activities and/or detentions.

Department/Classroom Activities

- To contribute in the presentation of learners' work and maintenance of display areas.
- To assist with the preparation and tidying of the classroom and upkeep of resources.
- To attend and contribute to duty related meetings as required.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Co-Heads/Line Manager.

- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Criteria		Essential/ Desirable	How Assessed
Qualifications:	Educated to A level standard.	E	A
Experience:	Experience of using teaching resources and delivering lessons on a range of subjects. Experience of working successfully with disaffected students, including those with challenging behaviour.	E	A/I
Knowledge and Statutory Requirements:	Knowledge and interest in Secondary Education and National Curriculum.	E	A/I
Planning, Organisation and Mental Challenge:	Ability to be able to use own judgement to identify straightforward solutions to difficult problems.	E	A/I
Empathy & Social Intelligence:	The post holder requires some self-awareness, self-management, social awareness and relationship management together with considerable empathy, understanding and the ability to accurately read, anticipate and understand the needs, motivations, beliefs and desires of others.	E	A/I
Interpersonal & Communication:	The post holder requires good communication and interpersonal skills to relate to people at all levels within the Trust. Ability to remain calm under pressure.	E	A/I
Initiative & Independence:	The post holder will work from instruction, but will be expected to use their initiative and make some minor decisions, as they arise. Problems are referred to their line manager.	E	A/I
Emotional Challenge and Resilience:	The post holder will be expected to deal with earners who may frequently place significant emotional challenges on the role	E	A/I
Philosophy and Commitment:	A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities. A personal commitment to lifelong learning and continuous professional development. Commitment to high standards, best value and continuous improvement. A 'can-do' approach and positive attitude to innovation and change.	E	A/I

Personal Qualities:	Ability to contribute to effective team working.	E	A/I
	Effective time management and organisational skills.		

Main Contacts: Learners and all staff in school

The post holder must always project a professional image when dealing direct with colleagues, governors, parents/carers and external bodies.

Characteristics of the post:
The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: 18/11/2020

Signature of Post holder: **Date:**

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form. The letters A, B and C in the “Rank” column refer to the importance we will give to your answers when we read your application. You must all the A’s on day one to be able to do the job, you need to have all the B’s to do the job, but they could be learnt during your induction period.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations, interview, etc.