

Site:	Moundwood Academy, Harlow, Essex
Job Title:	Cover Supervisor
Reports To:	Head of Secondary
Hours	32.5hrs, Term Time Only, 39 weeks per year
Date	September 2023

MAIN PURPOSE OF THE JOB:

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 pupil behaviour and assisting pupils in relevant activities.

Delivering lessons on an outreach programme to students that have difficulty accessing the school site.

MAIN RESPONSIBILITIES

Whilst the main focus of this role will be the provision of cover for absent teachers, the post holder may be required to work across the school to support teachers in the development and delivery of learning for pupils.

Support for Pupils

- Supervise pupils in the absence of teacher.
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Provide feedback to pupils in relation to progress and achievement

Support for The Teacher

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents if directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities.

Support For The School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Participate in training and other learning activities as required
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

Management of people

No formal management or supervision required.

Creativity and innovation

Work generally within set procedures and guidelines requiring occasional creative solutions to routine problems.

Contacts and relationships

Daily contact with staff and students.

Some contact with parents if directed by the class teacher

Direct line management by the Deputy Head for cover.

Decisions

a) Discretion

Work is carried out within clearly defined policies and procedures and advice can be sought from the Line Manager with some requirement to address everyday issues and problems without immediate access to line manager.

b) Consequences

Impact likely to remain local and any errors would be quickly identified and remedied.

c) Resources

The postholder has responsibility for providing cover internally and implementing the resources provided by the teacher.

Work Environment

a) Work demands

Work is subject to interruptions and changing priorities. This is part of the role and therefore does not cause any significant change to the overall tasks to be carried out.

b) Physical demands

Presence in classroom.

c) Working conditions

School environment.

d) Work context

Potential risk of verbal/physical abuse whilst undertaking front line work.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

SAFEGUARDING

Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust and the local authority.

HEALTH AND SAFETY

The Health and Safety at Work Act (1974) places duties on all employees:

- to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- to co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation;
- not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
- to assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

This job description is correct at the date of publication and may alter over time as the needs of the Trust change. The job description will be discussed as part of the Trust's appraisal policy and may be amended after discussion with the post holder. It has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme, adopted by the academy.

PERSON SPECIFICATION

Education, Qualifications & Experience	<ul style="list-style-type: none">● Experience of working in a secondary school environment desirable
Knowledge, Skills & Understanding	<ul style="list-style-type: none">● ICT literate and possessing good keyboard skills (Essential)● High level of oral and written communication skills and an ability to work in partnership with teachers and other staff and communicate effectively with students, parents and outside agencies (Essential)● Knowledge of the full range of resources appropriate to the age range of the school and the ability to manage them (Desirable)● Ability to empathise with and provide for the needs of a diverse learning community to generate interest in reading/learning (Essential)
Leadership and Management Framework	<ul style="list-style-type: none">● Ability to work under pressure, meet deadlines, initiate, plan and lead
Other Professional Requirements	<ul style="list-style-type: none">● Commitment to the safeguarding and welfare of learners● Sound understanding of, and commitment to, equal opportunities

This post is subject to an enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate