



Job Description

Job Title:	Cover Supervisor
Location:	Unity City Academy
Hours of work:	Full Time - TTO + PD days which is 39 weeks
Reports to:	Cover Manager

Purpose of the Role:

To supervise whole classes during the absence of teachers. This role also involves supporting school based SEND provision and student welfare as delegated by SLT when there is no absence to cover.

Responsibilities:

- To ensure that students work in a calm and secure environment and manage the behaviour of students while undertaking work.
- Act as a role model, maintaining high standards of student work, conduct and behaviour and use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour.
- Respond to questions about process and procedure and encourage students to improve the quality of their work and keep on task.
- Promote the inclusion and acceptance of all students within the classroom and be aware of the targets outlined in a student's Education Health Care Plan.
- To ensure that students use equipment safely.
- Refer any students' concerns to the relevant Tutor, Subject Leader and Year Team.
- To keep a record of student attendance at and punctuality to lessons and report any notable observation to the tutor by completing attendance registers.
- Check uniforms and jewellery and refer any problems to the Student Support Leader.
- To attend in-house training sessions and other meetings as directed.
- To read and conform to the relevant school policies pertinent to the post, with particular reference to the confidentiality policy.
- All appointments made are, as usual, subject to the receipt of satisfactory references and a police record check.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Support for Teachers

- Collect any completed work after the lessons and return it to the appropriate teacher.
- Using the school's agreed referral procedures provide objective and accurate feedback to the teacher on the conduct of the lesson and keep appropriate records as agreed with the teacher.



- 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 learning behaviours.

Support for the Curriculum

- Support the use of ICT where appropriate and make appropriate use of equipment and resources.
- Produce displays, in liaison with curriculum area members, to promote an environment for learning.
- Contribute to curriculum planning, evaluation and implementation.

Support for the School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- When not needed to perform Cover Supervision for absence, the post holder will be expected to work, as part of the SEND team, on resource materials for use in curriculum areas to enable students to continue their learning when class teachers are absent on a temporary basis.
- Deal with any immediate problems or emergencies according to School policies and procedures which may include appropriate administrative tasks.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, equal opportunities, health, safety and security, confidentiality and data protection and SEND, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Participate in professional development training and other learning activities as required.
- To be alert to any safeguarding concerns and inform one of the safeguarding officers as soon as possible during the course of that working day.
- The postholder may also be required to undertake such other duties and training as may be required provided they are consistent with the nature of the post e.g. homework club, extra-curricular lessons.
- Assist with the supervision of students out of lessons times including before and after school, break and lunchtimes.

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/Group/Chief Executive
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.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.





Person Specification

Job Title: Cover Supervisor

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> English/Literacy and Mathematics/ Numeracy to at least Level 2 of National Qualification framework. 	<ul style="list-style-type: none"> A knowledge and understanding of learners needs in a specialist area
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements Understanding of aims, content, teaching strategies and intended outcomes in lessons Working and supporting learners in an educational environment Experience of effective delivery of specific areas of the curriculum to individuals and in small groups Knowledge of the key factors affecting the way young people learn Knowledge of a range of strategies to establish purposeful learning and promote good behaviour 	<ul style="list-style-type: none"> Experience of supporting learners with specific needs
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">





	Forward and strategic planning	•	•
	Abilities	<ul style="list-style-type: none"> • Use of ICT to advance both own and students' learning • Developed administrative skills including report writing and observations/evaluations • Ability to organise, prioritise and work on own initiative • Written – Ability to record basic information and undertake written tasks as required • 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 • Ability to communicate effectively and sensitively with Academy staff, professionals and parents/carers • Relationships – Experience of forming appropriate and productive relationships with students, staff and parents • Teamwork – Proven experience of effective team and independent working • Ability to work with collaboratively and flexibly within a team 	•





		<p>and contribute to team development</p> <ul style="list-style-type: none"> ● Confidentiality – Comprehensive understanding of confidentiality issues within a school environment 	
Personal Characteristics	Behaviours	●	
	Values	<ul style="list-style-type: none"> ● Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> ● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check ● Right to work in the UK ● Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	