

**POST:** **Cover Supervisor**

**RESPONSIBLE TO:** Assistant Director of School

**GRADE/LEVEL:** Grade 2

**CORE PURPOSE:** To look after classes of students in the Academy and conduct pre-planned lessons for absent teachers, providing guidance, advice and classroom management.

**JOB DESCRIPTION:** The job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

**Working within the Student Learning Directorate the post holder will:**

- Support the implementation the Academy's vision and values
- Ensure that the Academy policies are promoted and adhered to
- Contribute in the Academy to developing a learning culture with high expectations in a safe and secure learning environment
- Foster effective relationships with parents/carers and students in the Academy

**SPECIFIC RESPONSIBILITIES**

- Supervise work that has been set in accordance with the Academy policy
- Collect work in advance of the lesson and ensure that required resources are in place
- Take full responsibility for the behaviour of the students– following Academy protocols – while they are undertaking the work, to ensure a positive learning environment
- Respond to any questions from the students about the work
- Deal with any issues arising according to the Academy's policies and procedures
- Collect in the completed work at the end of the lesson and return it to the appropriate teacher
- Report back to the teacher as appropriate on any issues arising from the lesson

**Developing Self and Working with Others**

- Take part in an annual staff performance review with line manger
- To create and maintain good working relationships among all members of the Academy community
- To promote appropriate personal and professional development of all staff in the Directorate, providing an example through their own development and practice
- To work collaboratively with teaching staff to support students in their learning and the preparation of learning resources
- To set an example to students in work ethic , conduct, dress code, punctuality and attendance

<b>Name of Post Holder:</b>	
<b>Signature of Post Holder:</b>	<b>Date:</b>

## Person Specification

### Post: Cover Supervisor

1. Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated by an E or D in the "E/D" column.
2. How the evidence will be tested is indicated under the remaining columns.

#### **CODE**

E/D= Essential or Desirable    A = Application Form  
I= Interview/Presentation    R=Reference

<b>A:</b>	<b>TRAINING AND QUALIFICATIONS</b>	<b>E/D</b>	<b>A</b>	<b>I</b>	<b>R</b>
1.	GCSE or equivalent in English and Maths at Grade C or above	<b>E</b>	✓		
2.	Degree (or equivalent)	<b>D</b>	✓		
3.	Evidence of recent professional development	<b>D</b>	✓	✓	
4.	Current First Aid Certificate	<b>D</b>	✓	✓	
<b>B:</b>	<b>EXPERIENCE OF TEACHING AND LEADERSHIP</b>	<b>E/D</b>	<b>A</b>	<b>I</b>	<b>R</b>
1.	Experience of successfully mentoring students in secondary education setting	<b>D</b>	✓	✓	✓
2.	Recent experience of working with young people	<b>D</b>	✓	✓	✓
3.	Evidence of making a positive impact on students and their families	<b>D</b>	✓	✓	
4.	Experience of running Youth clubs and/or activities	<b>D</b>	✓	✓	
<b>C:</b>	<b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>	<b>E/D</b>	<b>A</b>	<b>I</b>	<b>R</b>
1.	Knowledge of strategies to support student behaviour	<b>D</b>	✓	✓	
2.	Knowledge/experience of using data bases & spreadsheets (Capita Suite)	<b>D</b>	✓	✓	
3.	Subject Knowledge in any of the secondary areas of curriculum	<b>D</b>	✓	✓	
<b>D:</b>	<b>PERSONAL SKILLS &amp; ATTRIBUTES</b>	<b>E/D</b>	<b>A</b>	<b>I</b>	<b>R</b>
1.	A commitment to equality and diversity	<b>E</b>		✓	
2.	Demonstrate commitment to the young people in the Academy	<b>E</b>	✓	✓	
3.	Excellent oral and written communication skills	<b>E</b>	✓	✓	✓
4.	Ability to 'lead from the front' and be a good role model for staff & students	<b>E</b>		✓	✓
5.	Excellent ICT skills	<b>E</b>	✓	✓	✓
6.	High expectations and able to communicate those effectively to students	<b>E</b>		✓	
7.	Able to meet deadlines and work under pressure	<b>E</b>		✓	✓
8.	Able to prioritise, plan and organise	<b>E</b>		✓	✓
9.	Communicate well with all stakeholders including parents / carers	<b>E</b>		✓	✓
10.	High standards of integrity, honesty and punctuality	<b>E</b>		✓	✓
11.	Able to work effectively as part of a team	<b>E</b>		✓	✓
12.	An ability to challenge and motivate others to create a forward thinking organisation committed to academy improvement	<b>D</b>		✓	✓
13.	Stamina, resilience and a good sense of humour	<b>E</b>		✓	✓
14.	An understanding of the value of a successful work life balance	<b>E</b>		✓	✓