

## Job description

<b>Job title:</b> Cover Supervisor	<b>Status:</b> Casual/Permanent
<b>Team:</b> Cover Supervisors	<b>Reports to:</b> Cover Manager
	<b>Direct reports:</b> None
<b>Department:</b> Cover Supervisors	<b>Departmental budget holder:</b> N/A

### Position context:

**Our purpose:** To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

### Position purpose:

The Cover Supervisor is one member of a team of professionals working together to ensure the school's standards and ethos are maintained in the classroom and when supervising a class in the absence of the classes' usual subject teacher. The Cover Supervisor is expected to continue maintaining those standards within the school environment as a whole.

The Cover Supervisor works under the direction of the Cover Manager, in turn reporting to The Deputy Head Teacher. At all times the Cover Supervisor will deliver work set by the relevant subject teacher/HOD.

### Position accountabilities:

Accountability	Key activities
Strategy	<ul style="list-style-type: none"> <li>Is aware of and understands the ELAT Vision, Mission and Values</li> <li>Will make a positive contribution to the teaching and learning programme in accordance with the ethos, aims and objectives of the School.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>Will supervise and manage individuals, groups and whole classes wither on their own or in the presence of a teacher and /or other teaching assistant. They will supervise/cover classes without the presence of a teacher in the event of planned or unplanned absence.</li> <li>Manage students' behaviour and discipline in accordance with the policies and procedures of the school</li> <li>Planning or preparation of the lessons, materials or resources, will be completed by the classroom teacher.</li> </ul>

Accountability	Key activities
Delivery	<ul style="list-style-type: none"> <li>• Will deliver work set by the relevant subject teacher/Head of Department</li> <li>• Maintain a respectful and safe working and learning environment in the classroom, for both pupils and staff alike.</li> <li>• Supervise detentions and/or in school session where students may have been removed from class</li> <li>• Invigilate and supervise national and school examinations, tests and assessments</li> <li>• Supervise students, on or off school premises, in the context of trips, visits, concerts, assemblies and contribute to the planning/organisation of such events</li> <li>• Describe and explain learning activities, answering queries, giving direction and assisting with differentiated tasks and materials</li> <li>• Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment</li> <li>• Complete registers and/or use the school's attendance recording systems and make oral and/or written feedback to the supervising teacher responsible for the relevant activity</li> <li>• Presenting the tasks/objectives set by the department, maintenance of good order and focused activity</li> </ul>
People Management / Organisational Development	<ul style="list-style-type: none"> <li>• To fully take part in the Trust's performance management system</li> <li>• To maintain the required level of continued professional development</li> </ul>
Information Management and Reporting	<ul style="list-style-type: none"> <li>• Report back to teachers on students' behaviour and discipline</li> <li>• Be vigilant in safeguarding the students by identifying a cause for concern and report following the school's child protection policy</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> </ul>

Accountability	Key activities
Good Citizenship	<ul style="list-style-type: none"> <li>• Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such</li> </ul>

### Key Stakeholders:

Internal: Students and Teachers

External: Parents and Carers

### Knowledge, skill and experience requirements

#### Essential:

Ability to work effectively and efficiently as part of a team of professionals

Communication skills, oral, written and presentational

Ability to manager, supervise and direct the activities of children and young people

Ability to deploy a range of strategies and techniques to encourage positive behaviour and maintain order and discipline

Display commitment to the protection and safeguarding of children and young people

Ability to explain the objectives/tasks set for the lesson and to encourage the class to complete those activities in the target timescale.

GCSE grade 4 or above in English and Maths

#### Desirable:

Ability to support the use if ICT and the software programmes used in schools

Willingness to undertake relevant training and development

GCSE grade 4 or above in English and Maths

### Key behaviours:

- Demonstrate and role model Trust values which are:
  - *Passion*
  - *Respect*
  - *Inclusion*
  - *Challenge*
  - *Openness*