

## Job Description

<b>Post Title: Cover Supervisor</b>	
<b>Grade: 4.20 pro rata</b>	<b>Hours of Duty: 37 hours per week Fixed Term: 29/03/2018</b>
<b>Directly Responsible to: Cover Manager</b>	
<b>Directly Responsible for: N/A</b>	
<b>Core Purpose and Accountability</b>	
<p>A truly dynamic and organised person, who can take on the role of Cover Supervisor and be able to use their skills to support students in the classroom. To be able to work under pressure, sometimes with short notice, to provide cover to classes when teachers are absent. To support the learning of students during a teacher's absence, including maintaining high expectations of learning and achievement. Passion about contributing effectively to whole school improvement.</p>	
<b>Key Responsibilities and Tasks</b>	
<ul style="list-style-type: none"> <li>1.1 To fully support the Academy's vision and values;</li> <li>1.2 To ensure that Ormiston Endeavour Academy and Ormiston Academies Trust is always presented positively within and beyond the academy;</li> <li>1.3 To carry out any duties as reasonably directed by the Principal;</li> <li>1.4 To participate in the academy's policy of appraisal and demonstrate a commitment to your own professional development;</li> <li>1.5 To promote teamwork and motivate staff to ensure effective working relations;</li> <li>1.6 To assist the Principal in shaping the direction of the academy and setting high expectations at all times;</li> <li>1.7 To support the Academy targets relating to behaviour and attendance;</li> <li>1.8 To rigorously adhere to the Academy's safeguarding procedures.</li> <li>1.9 To fully support the Academy's vision and values</li> </ul>	
<b>Cover Supervision</b>	
<ul style="list-style-type: none"> <li>2.1 To support the learning of students during a teacher's absence, including maintaining high expectations of learning and achievement;</li> <li>2.2 To manage the behaviour of students whilst they are learning to ensure the environment is conducive to student progress;</li> <li>2.3 To carry out any sanctions relating to behaviour incidents that may occur during lessons;</li> <li>2.4 To deal with any immediate problems or emergencies according to the academy's policies and procedures;</li> <li>2.5 To collect completed work after the lesson to return to the appropriate teacher;</li> <li>2.6 To be prepared to undertake first aid duties after receiving the relevant training organised by the academy;</li> <li>2.7 To support teaching and learning as appropriately directed when cover is not</li> </ul>	

required;

2.8 To undertake additional tasks to support the curriculum and assists with events organised as part of the curriculum;

2.9 To attend and contribute to relevant student review meetings if required;

2.10 To keep up to date with individual student needs and disseminating information where necessary to the Support for Learning Team.

**This is not a comprehensive list of all tasks that may be required of the postholder. They will be reviewed at regular intervals and are subject to change as the needs of the academy evolve.**

## Person Specification for Cover Supervisor

### Experience:

- Experience working with children of relevant age;
- Full working knowledge of relevant policies/codes of practice and general awareness of relevant legislation;
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment;
- Working knowledge of national curriculum and other relevant learning programmes;
- Understanding of principles of child development and learning processes and in particular, barriers to learning;
- Ability to plan, with support, effective action for pupils at risk of underachieving.

### Qualifications or Training:

- Degree desirable;
- GCSE Maths and English desirable;
- NVQ Level 3 or equivalent qualification or experience essential;

### Practical Skills:

- Necessary skills to manage classroom activities and the physical learning spaces safely;
- Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations;
- An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving;
- Organise and keep effective records;  
Ability to raise self-esteem in children;
- Excellent communication skills, both verbal and written;
- Good interpersonal skills with children and adults;
- The ability to critically evaluate own performance;
- Flexible with effective time management skills;
- Willingness to utilise the possibilities of ICT in the development of the post.

### Personal Qualities & Attributes:

- Ability to relate well to children and adults;
- Calm and patient with children;
- Ability to work within a team;
- Enthusiastic and flexible;
- Ability to smile when things don't quite according to plan.