

JOB DESCRIPTION

Post Title: Cover Supervisor / Co-ordinator
Salary/Grade: Scale E Point 18 -21
Working Time: 37 hours per week term time – 7.15am start each day

1. PURPOSE AND SCOPE

- 1.1 To ensure that lessons for all absent staff are adequately and appropriately covered on a day-to-day basis, within set deadlines;
- 1.2 To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep students on task while maintaining good order.
- 1.3 Cover supervisors can respond to general questions and provide general feedback to the teacher. The cover supervision role will normally include other activities, or be part of a wider role in the school, e.g. teaching assistant, technician or administrative roles.

2. ORGANISATIONAL RELATIONSHIPS

Responsible to the Vice Principal and working under the general direction of the Head of Faculty when supervising lessons. Cover supervisors may work within particular Faculties on a long term basis so as to improve the continuity of education during teacher absence and increased understanding and familiarity with the curriculum and the students working within that department.

3. PRINCIPAL ACCOUNTABILITIES

Support for the Academy

- 3.1 To receive absence texts and emails from 7.15am daily and input cover requirements into Cover module of SIMS, plan and implement the cover for the day.
- 3.2 Produce and distribute daily cover list.
- 3.3 To forward plan known absences and evaluate the need for external cover, contacting local supply teacher or agencies as required.

Support for Students

- 3.4 Supervise students while they are engaged in learning activities and deal with immediate problems and emergencies.
- 3.5 Manage student behaviour within the ethos and behavioural policies of the school.

- 3.6 Set high expectations of conduct whilst acting as a role model.
- 3.7 Respond to student queries on procedures while keeping pupils on task.
- 3.8 Promote the inclusion and acceptance of all students within the classroom within the Academy's Policies and Procedures of equal opportunities.

Support for Teachers

- 3.9 Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of students.
- 3.10 Collect and pass on any completed work.
- 3.11 Maintain and pass on any appropriate records as agreed beforehand with the teacher.
- 3.12 Provide support and assistance to teaching staff in large examinations or test groups.

Support for the Curriculum

- 3.13 Support the use of ICT within the lesson as appropriate.
- 3.14 Understand and ensure appropriate organisation/use of the classroom, equipment and resources.

Support for the Academy

- 3.15 On occasion to accompany groups of students on school trips ensuring their health and safety at the discretion of lead teacher.
- 3.16 Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 3.17 Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- 3.18 Participate in training and other learning activities as required.
- 3.19 Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Principal/Vice Principal.

Values and ethos

DNEAT has been established to provide excellent education for children and young people helping all to have high aspirations and to achieve of their best both academically and in preparing them effectively for life in modern multi-cultural Britain.

Our values are based on those demonstrated by the teachings and life of Jesus and include service, humility, respect, love and perseverance. Our academies are inclusive, welcoming those of all faiths and none. Our focus is on serving the local community and enabling our family of academies to work effectively together.

Safeguarding

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references and undertake the Independent Safeguarding Authority checks including an enhanced Disclosure and Barring Service disclosure and comply with the Safeguarding Policy and child protection practices of DNEAT.

COVER SUPERVISOR PERSON SPECIFICATION

Qualifications & Experience

Essential	Desirable
Educated to at least GCSE Grade C standard or equivalent in English and Mathematics (certificate/s to be available at interview)	Degree Qualified
Good literacy and organisational skills	Experience of working in a Academy or similar establishment
	First Aid qualification or willingness to gain one

Knowledge & Skills

Essential	Desirable
Flexibility and the ability to react quickly to changing daily routines	Knowledge of SIMS and/or VLE
Ability to build and form good relationships with students and colleagues	
Ability to work constructively as part of a team, understanding Academy roles and responsibilities	
Excellent communication and negotiating skills appropriate to the need to communicate effectively with colleagues, students, and outside agencies	
Ability to absorb and understand a wide range of information	

Personal Qualities

Essential
Able to follow direction from Line Manager
Ability to show initiative and prioritise one's own work even when under pressure
Able to work flexibly to support others and respond to unplanned situations
Able to appropriately deal with confidential information
Able to attend evening meetings as required
Desire to enhance and develop skills and knowledge through CPD
Evidence of excellent attendance and punctuality record
Commitment to the highest standards of child protection
Recognition of the importance of personal responsibility for Health & Safety
Commitment to the Academy's ethos, aims and its whole community

Other

Essential
Supportive of the aims and purpose of the Church of England and the Diocese of Norwich