

Job Description

Job Title:	Cover Supervisor
Multi Academy Trust:	Ted Wragg Multi Academy Trust
School:	Cranbrook Education Campus
Responsible To:	Assistant Headteacher
Salary Grade:	D

1. Key Purpose of Job

- 1.1 supervise whole classes during the short-term absence of teachers;
- 1.2 provide learning activities for classes under the professional direction and supervision of the class teacher; and
- 1.3 ensure pupils maintain good behaviour and engage in the learning activity.

2. Key Duties and Accountabilities of the Post

- 2.1 supervise whole classes during pre-planned learning activities;
- 2.2 provide cover for registration and tutorials;
- 2.3 collect finished work as necessary and return it to the appropriate teacher;
- 2.4 promote good pupil behaviour, deal promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour;
- 2.5 respond to pupils and providing general guidance or advice about process and procedures;
- 2.6 establishing productive working relationships with pupils, acting as a role model and setting high expectations for behaviour;
- 2.7 promote the inclusion and acceptance of all pupils within the classroom;
- 2.8 work consistently whilst recognising and responding to individual pupil needs;
- 2.9 encourage pupils to interact and work co-operatively with others;
- 2.10 promote independence and use school systems to recognise and reward achievement;
- 2.11 administer routine tests, invigilate exams and undertake routine marking of pupils work;
- 2.12 provide clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc; and
- 2.13 completion of break and lunchtime duties.

3 Whole School Responsibilities

- 3.1 contribute to the effective working of the school;
- 3.2 establish positive, professional relationships with students, parents / carers and teachers;
- 3.3 provide enrichment opportunities for students and potentially members of the wider school community;
- 3.4 maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld;
- 3.5 comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protections, reporting all concerns to an appropriate

person;

3.6 participate in training and other learning activities as required;

3.7 assist with the supervision of pupils out of lesson times, including before and after school and at break and lunchtimes as required;

3.8 accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher; and

3.9 maintain a commitment to continuous learning and developing expertise.

4 Budgetary / Financial Responsibilities of the post

4.1 none

5 Supervision / Line Management Responsibilities of the post

5.1 none

6 Working Environment & Conditions of the post

6.1 in support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.

7 Other Duties

7.1 undertake additional duties as required, commensurate with the level of the job.

Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- e) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- f) This post is based at [Cranbrook Education Campus] but the post holder may be required to move their base to any other location within the Trust upon request.
- g) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

Person Specification

	Essential / Desirable	Evidence
Qualifications and Experience:		
Minimum Level 2 qualification	E	A, I, R
Behaviours		
Effective team player	E	A, I, R
High expectations for accountability and consistency	D	A, I, R
Vision aligned with Cranbrook's high aspirations/expectations of self and others	E	A, I, R
Genuine passion and a belief in the potential of every child	E	A, I, R
Motivation to continually improve standards and achieve excellence	E	A, I, R
Teaching and Learning		
Commitment to driving standards and ensuring every child is challenged to achieve their maximum potential	E	A, I, R
Proven experience of working with children of relevant age in a learning environment	E	A, I, R
Has good communication, planning and organisational skills	E	A, I, R
Demonstrates resilience, motivation and commitment to driving up standards of achievement	D	A, I, R
Understanding of principles of child development and learning processes, and in particular, barriers to learning	E	A, I, R
Acts as a role model to staff and children	E	A, I, R
Excellent communicator who enjoys working as part of a team	D	A, I, R
Commitment to regular and on-going professional development and training to establish outstanding classroom practice	E	I
Other		
Postholder will work under the supervision of a qualified teacher	E	I
Committed to equality of opportunity and the safeguarding and welfare of all pupils	E	I, R
This post is subject to an enhanced DBS disclosure	E	A, I, R

Key to Evidence:

A – Application Form & Letter

C - Certificates

I - Interview

R - Reference