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| Trinity Academy Halifax Job Description |  |
| Job Title:  | Cover Supervisor |  |
| Job Scale:  | Scale 5  |  |

**BASIC JOB PURPOSE**

* To supervise whole classes of students and ensure that set work is completed in the absence of the teacher.
* To provide cover for the short-term absence of teaching staff so that an effective and tailored approach to cover is delivered.
* To meet the specific needs of individual students, or a small group of students, as directed by teaching staff and in line with their statement of Special Educational Needs.
* To liaise with all relevant staff to support students’ progress and overall development.

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| **Reporting to:** Assistant Principal |
| **Responsible for:** n/a  |

**MAIN RESPONSIBILITIES**

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| **1** | Supervise students who are undertaking work that has been set by a teacher, in accordance with the academy policy so that progressive learning continues:* Collect completed work after the lesson and pass to the appropriate teacher.
* Report, as appropriate using the school’s agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
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| **2** | Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment. Ensuring that the Behaviour for Learning policy is applied consistently in the classroom. |
| **3** | Respond to any questions from pupils about process and procedures so they can continue with their set work. |
| **4** | Deal with any immediate problems or emergencies in accordance with the academy’s policies and procedures to ensure that student/employee safety is assured. |
| **5** | To support individual students in the classroom or small groups of students, as required.  |
| **6** | Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff. |
| **7** | Report back, using the academy's agreed referral procedures, on the behaviour of students during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation. |
| **8** | To provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence. |
| **9** | To deliver local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of students’ skills. |
| **10** | To use ICT effectively to support learning activities and develop students’ competence and independence in its use. |
| **11** | To provide a range of support to teaching and learning activities, e.g. supervision of the Inclusion Room, Exam Support and offering support to curriculum areas (displays or other resources).Including any admin support also required. |

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| Other Specific Duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.
* Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
* To continue personal professional development as required
* Attend staff and other meetings and participate in staff training and development events as required
* To actively engage in the performance review process
* All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary
* To work in the best interests of the academy Trust, students, parents and staff
* To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety
* Undertake the role of a Form Tutor within the academy’s pastoral system, and provide relevant and appropriate pastoral support
* To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role
* To work at locations across the academy Trust, as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |
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| **PERSON SPECIFICATION** |
| **Job Title: Cover Supervisor** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * 5 or more GCSE’s (or equivalent) at C or better, including English and Maths
* proficient use of technology, (PC, internet, MS Office packages) and understanding its use in supporting effective teaching and learning
* experience of teaching (or other relevant learning environments), covering groups or whole classes (students 11-18)
* basic experience of assessing student progress and contributing to assessment processes
 | * experience of working with young people with SEN
* deal sensitively with people and resolve conflicts
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| **Knowledge & Understanding** | * understanding of equal opportunities issues
* basic knowledge of reward strategies and understanding how these could be applied
* awareness and commitment to safeguarding and promoting the welfare of children and expecting all staff to share this commitment
 | * knowledge of the needs of SEN students in academic surroundings
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| **Skills & Abilities** | * ability to work consistently, prioritise and delegate appropriately, to handle pressure and to work to deadlines
* ability to communicate clearly and sensitively, both orally and in writing, with pupils, parents/carers and staff
* ability to work in a team, and collaboratively with other staff
* think creatively and imaginatively to anticipate, identify and solve problems
* demonstrate good judgment
* work without supervision, to provide assistance as and when required, to seek work when unoccupied
* readiness to accept and implement change, openness and willingness to learn and flexibility
* work with students both patiently and tactfully and promote calm and reassuring behaviour from the pupils
 | * willingness to develop own understanding and capability through advice and training
* effective collaborator with other academy staff and students
* think clearly in emergency situations
* achieve challenging professional goals
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| **Personal Qualities** | * an excellent record of attendance and punctuality
* commitment to learning
* resilience and perspective
* set high standards and provide a role model for students and staff
* seek advice and support when necessary
 | * reliability, integrity and stamina
* respect confidentiality
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