

Job Description

Job Title	Cover Supervisor
Reporting to:	Deputy Headteacher
Main Purpose of the role	
<ul style="list-style-type: none"> • Providing structured supervision for classes in the absence of the subject teacher. • Supervising and being accountable for learners whilst engaged in learning activities. Ensuring that learners have sufficient work and persevering to complete the learning objectives set by the teacher are achieved. • Helping prepare learning materials under the guidance of the class teacher • Helping to assist and facilitate learners with their work 	
Key Tasks / Responsibilities:	
<ul style="list-style-type: none"> • Following all school protocols • Establishing positive and warm relationships with all learners • Creating a positive learning environment for all learners • Completing registration in a timely manner • Responding appropriately to questions raised by learners • Communicating learner queries and concerns through the appropriate systems and channels • Communicating and collecting all timetabled homework • Promoting and applying the Learning Excellence Framework, incorporating the Learning Commitment into all sessions covered • Keeping appropriate records as agreed with the teacher, to enable objective and accurate feedback to the teacher and learners on conduct and progress in the lessons • Ensuring that inclusion and acceptance of all learners in the class in order to promote equal opportunities. • Acting as a role model and set high expectations of conduct to ensure that good learning behaviours are maintained. • Liaising with Subject Leaders to answer queries about the work set by subject teachers when appropriate and not leaving the learners unsupervised • Maintaining a safe and respectful learning environment; ensuring that learning spaces are left tidy and ready for the next lesson after dismissing the class • Applying the schools' restorative approach to behaviour and report to appropriate staff • Wearing appropriate dress and footwear to cover across the curriculum • Dealing with immediate problems and emergencies in accordance with the school's policies. • Assisting with examination Invigilation, as required • Providing front line supervision of detentions • Providing learning support in the classroom when not required for cover duties • Providing assistance with and support to Senior Staff when required • Supporting vulnerable learners through individual intervention where possible • Support general teaching and learning across the school as and when required. • To take responsibility for keeping up to date with subject knowledge and to maintain personal professional development • You may be required to carry out additional duties, as the Head Teacher may reasonably request, from time to time. 	

Key Interfaces
<ul style="list-style-type: none"> • Headteacher and SLT • Subject teachers and Leaders • Learning mentors
Supporting Trust Goals and Values – all roles
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS Academy Trust are expected to actively support the achievement of the Trust's goals and, at all times, both internally and externally, to behave in a manner consistent with the Trust's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> • Performing your role and delivering your service in a way that helps the Trust achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the Trust as one that is committed to the highest standards of delivery and service. • Sharing the Trust's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the Trust's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety
Level of Disclosure and Barring (DBS) disclosure required
Enhanced with Children's barred list checks
Author and Date
John Whitehead – 17 July 2020

As the needs of the Trust change, so the above job profile, duties and location of the role within the Trust may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Cover Supervisor – The Forest High School

Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
Minimum GCSE English and Maths at grades A-C or equivalent	✓		Application form
Higher Learning Teaching Assistant (HLTA) Qualification		✓	Application form
Teaching Qualification		✓	Application form
Experience and knowledge			
Experience of working successfully with young people	✓		Application form/Interview
A commitment to raising standards for all young people at TFHS	✓		Application form/Interview
Experience of working successfully as a team member	✓		Application form/Interview
Experience with languages		✓	
Skills and abilities			
IT Literate (especially proficient in the use of Excel, Word and data input)	✓		Application form/Interview
Proven ability to communicate effectively with adults and young people including through written and verbal communication	✓		Application form/Interview

Criteria	Essential	Desirable	Assessed by
Ability to prioritise the daily workload in the interests of students	✓		Application form/Interview
Excellent communication and interpersonal skills	✓		
Flexible in approach	✓		
Essential Trust Attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
Circumstances of role (if applicable)			
To promote the school positively within the local community and outside agencies	✓		Application form/Interview