

Job Description: Cover Supervisor

Start date:	1 st September 2021
Salary:	Grade 6, point 8-19 (£20, 493 - £ 25,481)
Hours:	40 hours per week, term time only 39 weeks
Location:	Ark Victoria Academy

The Role

To supervise whole classes during the absence of teachers, giving instructions for the lesson and ensuring good order is maintained and all pupils are kept on task.

To respond to general questions and provide general feedback to teachers. The cover supervisor will not be required to undertake 'specified work' e.g. planning, preparation and assessment of students' work.

Key Responsibilities

- To give instructions for the lesson as provided by a teacher
- Maintain good order and keep pupils on task
- Supervise pupils engaged in learning activities
- To act as a role model and set high expectations of conduct and behaviour
- To promote the inclusion and acceptance of all pupils within the classroom
- Keep pupils on task and respond to general queries
- Liaise with subject leads where additional support is needed.
- To provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher including marking as per policy.
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established behaviour policy and encouraging pupils to take responsibility for their own behaviour
- To support the use of ICT where appropriate and make use of equipment and resources
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Aware of and support all pupils to ensure they have equal access to opportunities to learn and develop
- To liaise with the line manager as appropriate.

Other

- To participate in training/CPD and other learning activities as required
- Attend regular school meetings (when required)
- To undertake any other reasonable duties as directed by the Leadership Team.

Person Specification: Cover Supervisor

Qualification Criteria

- Right to work in UK
- Educated to at least GCSE A level or equivalent
- Educated to degree level (desirable)
- First aid training/qualification (desirable).

Experience

Personal Characteristics

- Ability to adapt to change and work successfully in a team
- Willing to take part in training and professional development as appropriate
- Patience and emotional resilience.
- Genuine passion and a belief in the potential of every pupil
- Positive commitment to student achievement and staff development
- Ability to relate to young people and adults in the learning environment
- Helpful, positive, calm and caring nature
- Enthusiastic, committed and uses initiative.

Specific Skills

- Good numeracy and literacy skills
- Good written and verbal communication skills: able to communicate effectively with students and colleagues
- Good understanding of child/young person's development and learning processes (desirable)
- Understanding of classroom roles and responsibilities.
- Be able to supervise students and establish a constructive, safe and ordered atmosphere in the classroom.
- Working knowledge of relevant policies and legislation. e.g. child protection (desirable)
- Be reliable, punctual and well-presented.
- Good organisation skills and a flexible attitude towards work
- Able to help implement the necessary routines and patterns to establish good behaviour management.

Other

- This post is subject to an enhanced Disclosure and Barring Services check.
- The post holder must be committed to the academies policies and ethos and understand and promote the academies aims and values
- Motivation to work with children and young people

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours, and attitudes to use authority and maintaining discipline.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.