

## **Job Description: Cover Supervisor & Graduate Teaching Assistant**

**Reports to:** Assistant/Vice Principal

### **The Role**

As Cover Supervisor you will support with pupils working consistently through programmes of learning in the event of teacher absence, following core Pioneer classroom routines and overseeing a calm learning environment. You will have training and coaching to ensure you can carry out the role effectively.

In addition, you will support in a Graduate Teaching Assistant role working to establish a supportive learning environment in which all children make good academic progress.

You will be instrumental in our mission to provide every pupil, regardless of their background, a great education and real choices in life.

### **Key Responsibilities**

#### **Support for cover**

- Set out clear expectations for pupil learning in any cover lesson, as directed by the Head of Department or senior staff arranging work
- Implement Pioneer classroom routines to ensure the atmosphere is focussed and productive
- Monitor pupil work and support individuals to ensure all pupils can learn

#### **Support for pupils**

- Support pupil learning through the delivery of specific learning programmes, setting high expectations whilst encouraging their independence and building their confidence
- Promote inclusion, encouraging pupils to interact and work collaboratively

#### **Support for the school**

- Supervise pupils in the courtyard, canteen or around the school
- Assist with general pastoral care
- Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher
- Participate in the school enrichment programme

### **Other**

- Maintain pupil and family confidentiality
- Carry out other reasonable tasks as directed by the senior team

## **Person Specification: Cover Supervisor & Graduate Teaching Assistant**

### **Qualification Criteria**

- Right to work in UK
- Qualified to degree level

### **Knowledge, Experience and Skills**

- Experience establishing successful learning relationships with young people, treating them consistently with respect and consideration
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene

### **Personal Characteristics**

- Genuine passion and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every pupil, regardless of background
- Helpful, positive, patient and caring nature
- Able to take direction but also make good judgments and take initiative when required
- Resilient and motivated to continually improve standards and achieve excellence

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*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.*