**Job description: Cover Supervisor**

**Reports to:** Assistant Head

**Salary:** Ark Band 6

**Hours:** 33.75 hours per week – Term Time Only

**Key responsibilities**

* To ensure all children are safe and be vigilant in line with the Academy’s Safeguarding Policy
* To deliver lessons and sequences of lessons to the highest standard that ensure real learning takes place and pupils make good academic progress
* To provide a nurturing classroom and academy environment that helps pupils to develop
* To help to maintain discipline across the whole academy
* To contribute to the effective working of the academy.
* To participate in educational visits that enhance the curriculum and learning experience for all pupils
* Teach engaging and effective lessons that motivate, inspire and improve pupil attainment
* Maintain regular and productive communication with pupils, staff and parent/carers, ie, behaviour, progress, pastoral concerns
* Direct and supervise support staff assigned to lessons
* Implement and adhere to the academies behaviour management policy, ensuring the health and well-being of pupils is maintained at all times
* To follow the Academy’s Feedback Policy and provide children with purposeful feedback to ensure progress
* To be active in issues of student welfare and support
* Undertake other various responsibilities as directed by the line manager or Headteacher.
* Assist in creating materials for curriculum delivery and display boards

**Other support**

* Support the personal, emotional and social needs of the pupils by developing positive and caring relationships with them and recognising their personal achievements
* Supervise pupils at playtime – engage in play and structured activities with them
* Maintain pupil and family confidentiality
* Attend regular meetings and training, as required

Signed …..………………………………………… Dated ………………………………………………….

Print name …………………………………………………………………………………………..

**Person specification: Cover Supervisor**

**Qualification Criteria**

* Maths and English GCSE or equivalent at grade C or above
* A Level or equivalent Level 3 qualification
* Qualified to degree level (desirable)
* Right to work in UK.

**Experience**

* Experience of establishing successful learning relationships with a variety of pupils at the relevant age
* Experience of the role of a Cover Supervisor and in particular classroom organisation and management
* Experience of delivering class planning
* Experience of working with children with challenging behaviour and a range of social, emotional and mental health needs.

**Behaviours**

**Personal characteristics**

* Genuine passion and a belief in the potential of every child
* Helpful, positive, calm and caring nature
* Able to establish good working relationships with colleagues
* Able to follow instructions accurately but make good judgments and lead when required.
* Able to use positive behaviour management techniques
* Maintain resilience and positivity in challenging circumstances

**Specific skills**

* Good communication skills, including written and oral
* Good numeracy and literacy skills
* Competent with computers and other technology
* Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school
* Understands the importance of confidentiality and discretion.

*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 which will include questions about safeguarding. This process is outlined*[*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this*[*link*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this*[*link*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*