

## Strood Academy

### Job Description

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**Job Title:** Cover Supervisor  
**Responsible to:** Assistant Principal

**Purpose of role:** The post holder will undertake responsibility for the learning, behaviour and progress of classes during the absence of the designated teacher. At the heart of the role you will be required to create the conditions for effective pupil learning, through the application of the systems and structures developed by the Academy to create positive learning environments. This will ensure every child reaches their potential and enjoys a happy, fulfilling school experience. These activities will be undertaken within the context of the vision, ethos, aims and goals of the Trust.

#### Key Responsibilities

- Ensure that pupils consistently display a thirst for knowledge and understanding and develop their love of learning through a continuous and consistent focus on achievement, ensuring that all pupils make progress during cover lessons.
- Help create a shared learning culture and positive climate by building positive relationships which lead to highly effective communication with colleagues, pupils and parents. This includes listening skills.
- Ensure that pupils' attitudes to learning are of an equally high standard across subjects, years and classes that you will be responsible for as part of your cover duties. Through your interaction with pupils incidences of low-level disruption will be extremely rare.
- Translate the vision of the designated teacher through their planning and provide high quality learning experiences for those classes you will be required to cover. You demonstrate the delivery of engaging lessons based on the plans/instructions left by the designated teacher which will instil subject knowledge and mastery of the core concepts.
- Provide accurate and constructive feedback to learners and the designated teacher on pupils' progress following the cover lesson.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and use the strategies provided by the designated teacher to engage and support them.
- Ensure that pupil's excellent conduct and behaviour reflects the Academy's strategies to promote high standards and as such contributes to an exceptionally positive climate for learning. Using the Academy's established practices behaviour will continually improve over time for individuals, groups or those with particular behaviour needs.
- To serve as a role model for pupils, staff and parents.
- Assist in preparation of the learning environment both inside the classroom and out.
- Record and report attendance in accordance with the academy's policy and act as form tutor where requested to do so.
- Assist in other academy activities including trips, exam invigilation and homework clubs.

**Other Duties:** Contribute to the Trust's culture and development by:

- Ensuring that you fulfil your professional responsibilities and are carrying out duties effectively.
- Attend meetings where requested.
- Share good practice across the Trust.
- Take responsibility for your own well-being.
- Participate in appropriate induction programmes to support new staff and provide excellent support for those members of staff who are new to a Trust/academy environment.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of targets set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

## **Generic Duties relevant to all members of staff:**

### ***The Trust***

All staff are expected to promote and utilise this model in everything they do. It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

### ***Teaching and Learning***

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### ***ICT***

It is expected that all teaching and support staff follow the ICT vision of the Trust. All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### ***Health and Safety***

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### ***Safeguarding***

Leigh Academies Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Leigh Academies Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

### **Review of Job Description**

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Line Manager.

## Person Specification

Criteria	Detail	Essential	Desirable
Qualifications	A level or equivalent level 4 qualification in EBacc subjects (English, maths, geography, history, MFL , computer science)	✓	
	GCSE grade C or above (or equivalent) in English, Maths and Science	✓	
	Educated to degree level	✓	
Experience	Experience of working in education sector including a Trust/academy setting		✓
	An understanding of the structure of leadership within a Trust/academy environment		✓
	Highly competent computer skills, in particular Word, Excel, email and school software packages – SIMS FMS preferable.	✓	
	Experience of mentoring or supporting pupils to engage in education		✓
	Experience of working with others to achieve shared outcomes	✓	
Competencies	Ability to be reflective and self-critical and have the emotional resilience to accept challenge	✓	
	Ability to work under own initiative with good personal, administrative and time management skills	✓	
	Ability to manage whole class situations	✓	
	The ability to motivate students, to manage their behaviour and promote and maintain a calm working environment in the academy	✓	
	A motivated and committed team member who has the ability to bring out the best of other people in line with the Trust's ethos and culture	✓	
	Ability to support the processes and procedures that promote pupils learning	✓	
	Be flexible and open to change and enjoy working at a fast pace	✓	
	Demonstrates resilience, motivation and commitment to driving up standards of achievement	✓	
	Act with integrity and professionalism at all times	✓	
	Commitment to continued professional development	✓	
	Act as a role model to staff and students	✓	
	Understand the importance of confidentiality and discretion	✓	

## **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take. Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.