



Hartsdown  
Academy

### **Cover Supervisor Job Description and Person Specification**

**As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.**

#### **All staff will:**

- play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example.
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated safeguarding lead)
- model Hartsdown values to parents and students
- be positive, dynamic and challenging in all aspects of work
- foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- share direct accountability for the establishment of Hartsdown as an outstanding school
- take responsibility for their own learning and development
- develop the skills and talents of other members of the community
- ensure their own well-being and that of others by establishing an appropriate balance between life and work
- play an active part in the life of the school and its community
- develop social cohesion and positive links with the whole of our local community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- agree annual performance targets, with a view to own continuous improvement
- undertake any other duties that may reasonably be required by the Headteacher.

Education for an amazing life

## **General Description**

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep students on task.

## **Specific Responsibilities**

1. Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for students.
2. Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
3. Manage the behaviour of students whilst they are undertaking work.
4. Collect any completed work after the lesson and return it to the appropriate teacher.
5. Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. The duties contained in this JD will change over time and the job-holder will be expected to cooperate where such changes are reasonable.

October 2021

## Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

### Qualifications

1. English and Maths (C grade or above) needed to progress to HLTA 2. Level 2 Diploma (or equivalent).	a) Commitment to continuing professional development activities
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### Experience

1. Successful recent experience of working with children of relevant age.	
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### Skills and Abilities

1. Creative and hardworking 2. Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. 3. Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations. 4. High levels of emotional literacy and good communication skills 5. The vision and commitment to continually raise levels of achievement	
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### Knowledge

1. Knowledge of procedures for supervising pre-prepared learning activities, providing feedback. 2. Specialist knowledge of behaviour management. 3. Knowledge and compliance with policies and procedures relevant to child protection and health and safety.	a) Knowledge & understanding of the key principles in delivering a classroom lesson are desirable but not essential as training will be provided.
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