

# St Augustine Academy

## Job Description



|                    |                  |                         |                     |
|--------------------|------------------|-------------------------|---------------------|
| <b>Job Title:</b>  | Cover Supervisor | <b>Reporting to:</b>    | Assistant Principal |
| <b>Start Date:</b> | September 2025   | <b>Grade and Range:</b> | WAT Band D pt 6-9   |

|                                    |  |
|------------------------------------|--|
| <b>Purpose and Context:</b>        | To provide effective lesson cover for absent staff throughout the Academy  |
| <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>• Supervise students' work that has been set in accordance with the Academy policy ensuring that the work is completed to the best of the students' abilities.</li> <li>• Ensure that a register is taken as per Academy policy.</li> <li>• Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.</li> <li>• Respond to any questions from students about process and procedures.</li> <li>• Deal with any immediate problems or emergencies according to the Academy's policies and procedures.</li> <li>• Collect any completed work after the lesson and return it to the appropriate teacher.</li> <li>• To be involved in the delivery of KS3 English and Maths intervention programs</li> <li>• Report back as appropriate using the Academy's agreed referral procedures on the behaviour of students during the class, and any issues arising.</li> <li>• Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and safeguarding procedures.</li> <li>• Undertake any necessary professional development as identified in the Academy Improvement Plan by taking full advantage of any relevant training and development available.</li> <li>• Participate in current arrangements for Performance Management, as necessary.</li> <li>• Attend team meetings and staff meetings as required.</li> </ul> |
| <b>Culture and Ethos</b>           | <p>To promote the Woodard Christian Ethos that embraces all faiths and none</p> <p>To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.</p>   |
| <b>General</b>                     | To carry out any other duties as may reasonably be required by the Principal.  |

All staff are expected to;

- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on keeping children safe in education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

**All staff have an entitlement** to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

#### **Safeguarding Statement**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

#### **Equal Opportunities**

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: ..... Date: .....

Signed: ..... (Principal)

# St Augustine Academy

## Person Specification



| Cover Supervisor |  |                        |
|------------------|--|------------------------|
| A                | Education and Qualifications   | Essential or Desirable |
| 1                | GCSE (or equivalent) passes in English and Mathematics   | E                      |
| 2                | Relevant training in behaviour management or education support   | D                      |
| B                | Experience and knowledge   | Essential or Desirable |
| 1                | Experience of working with young people in an educational setting  | E                      |
| 2                | Understanding of the role of a cover supervisor  | E                      |
| 3                | Experience of managing or supervising groups of students   | E                      |
| 4                | Knowledge of recent Ofsted and DfE guidance  | E                      |
| 5                | Awareness of safeguarding and child protection procedures  | E                      |
| 6                | An understanding of the principles of Keeping Children Safe in Education 2022 and a commitment to ensuring the health, safety and wellbeing of all children. | E                      |
| C                | Skills and abilities   | Essential or Desirable |
| 1                | Good classroom practitioner  | E                      |
| 2                | Effective use of technology to enhance productivity and pupil outcomes.  | E                      |
| 3                | Ability to work on own initiative and organise work with minimal supervision and meet deadlines  | E                      |
| 4                | Ability to communicate at an appropriate level both written and orally   | E                      |
| D                | Motivation   | Essential or Desirable |
| 1                | Appropriately motivated to work with children & young people.  | E                      |
| 2                | Ability to form & monitor appropriate relationship & personal boundaries with children & young people.   | E                      |
| 3                | Motivated to perform the job well and to continuously develop  | E                      |
| 4                | Commitment to trust / academy ethos and values   | E                      |
| E                | Personal qualities   | Essential or Desirable |
| 1                | High professional and personal standards   | E                      |
| 2                | Child centred humane attitude to use of authority & maintaining discipline.  | E                      |
| 3                | Emotional resilience to working in a challenging environment   | E                      |

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| 4 | Integrity and drive  | E        |
| 5 | Ability to establish good working relationships with all relevant stakeholders       | E        |
| 6 | High levels of tact, diplomacy, sensitivity and understanding                        | E        |
| 7 | An understanding of child protection and safeguarding in educational establishments  | E        |
| 8 | May be required to work outside of normal school hours on occasion, with due notice. | <b>E</b> |