

## Job Description

<b>Job Title:</b>	Cover Supervisor
<b>Grade:</b>	C1 (£25,989-£32,061) + SEN Allowance of £1,539
<b>Location:</b>	Inspire Academy
<b>Department:</b>	Education
<b>Responsible to:</b>	Senior Leadership Team

### Purpose

To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task. Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work', such as planning, assessment, recording and reporting of achievement, progress and development. When not required for cover, Cover Supervisors will work operationally to support other staff in such roles as class support, on call and any other duty deemed appropriate. Cover Supervisors will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.

### Duties and responsibilities

#### Support for students:

- Supervise students engaged in learning activities.
- Act as a role model and set high expectations of conduct and behaviour in line with the relevant policies.
- Promote the inclusion and acceptance of all students within the classroom.
- Keep students on task and respond to general queries.

#### Support for Teachers:

- Provide objective and accurate feedback to the teacher on the conduct of the lesson.
- Return completed work to the teacher with appropriate feedback.
- Keep appropriate records as agreed with the teacher.





- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

#### **General Support:**

- Support the use of ICT where appropriate.
- Make appropriate use of equipment and resources.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- Administrative duties as required.
- Work some additional hours e.g. Open Days and whole school events, for which prior agreed additional hours will be paid.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with your line manager.
- Exercise a commitment to the school's mission statement and stated ethos including all current school policies.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

#### **Organisation:**

- Responsible to the appropriate Leader
- The post holder is responsible to the teachers teaching the classes they support on a daily basis.
- The post holder has no direct supervisory responsibilities.

#### **Financial Accountabilities:**

- The post holder has no direct financial responsibilities.

#### **Working Environment:**

- The post will be based at Inspire Academy.



## Person Specification

- Good general education with English and Mathematics qualifications to Level 2 (GCSE 'C' or above)
- Previous relevant experience
- Have a good understanding of Special Educational Needs and Disabilities (SEND), especially children with Social Emotional and Mental Health (SEMH).
- Relevant/suitable qualification or prepared to study for a further qualification.
- Excellent interpersonal skills.
- Good organisational skills
- Ability to relate well to learners and adults
- Ability to work on own initiative
- Ability to manage challenging behaviour appropriately.

**This job description is subject to review by the Head of school in consultation with the postholder as appropriate to the changing needs of the school.**