



## Job Description Senior Cover Supervisor

<b>Responsible to:</b>	Assistant Principal
<b>Job purpose:</b>	<p>To provide supervision of students across the 11-16 age range. Successful candidates will need to respond to questions, generally assist students to undertake set activities and to uphold standards of behaviour in the classroom. In addition to cover needs, there will also be a requirement to work alongside existing staff in specific curriculum areas providing general support for departments. To manage cover for day to day and longer term absences for teaching staff to minimise the disruption to the learning process.</p> <p>This is a key role in supporting the day-to-day running of the school and the successful applicant must be IT literate and competent in using a variety of software packages.</p>
<b>Arrangement:</b>	35 hours per week, Term Time Only, Monday – Friday 7:30am – 3pm
<b>Grade:</b>	Grade F, NJC SCP 14-19 (pro rata £18,139.26 - £20,026.28) FTE £23,080 - £25,481

### Main responsibilities of the post:

- To supervise student learning by delivering cover work that has been set in accordance with academy policy, following the supportive learning framework.
- To manage the behaviour of students while they are undertaking their work ensuring a positive and purposeful classroom environment is established.
- To respond to questions and generally assist students to undertake the set activities within the lesson.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To provide feedback to pupils in relation to progress and achievement.
- To deal with problems or emergencies according to the school's policies and procedures.
- To ensure that all work is collected and returned to the classroom teacher.
- To provide accurate and effective feedback and reports to the teacher on pupil achievement, progress and other matters ensuring the availability of appropriate evidence.
- To recognise student achievement in accordance with the schools rewards policy.
- To work with and liaise with the Learning Facilitator's who may be supporting individuals within the cover lesson.
- To provide additional support to identified classes during times when cover lessons have not been allocated.
- To support lunchtime duties.
- To support whole school detentions.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To undertake the role of form tutor.
- To contribute to the invigilation of public examinations.
- There may be a requirement to work across the Trust in a cover supervisor capacity within the local geographical area by negotiation.

- During periods when no cover lessons are allocated, to fulfil other responsibilities as delegated by Principal and the Vice Principal.
- To be responsible for managing and organising cover for absent staff both teaching and non-teaching.
- To ensure that cover staff have the necessary pre-employment checks and skills/qualifications in place prior to starting work in the academy.
- To be responsible for organising and providing induction and support for supply staff both teaching and non-teaching.
- To implement and produce cover reports and statistics for monitoring purposes when required.
- To be responsible for ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.
- To be responsible for the management and maintenance of the school diary.
- To arrange and communicate day-to-day changes in staffing and rooming (e.g. planning for timetable/staffing changes as a result of exams, in-house events, educational visits etc).
- To buy in additional cover as required.
- To communicate unplanned absences to learning and faculty leaders/ line managers.
- To ensure appropriate cover work is available for cover staff in line with academy policy.
- To use the Sims system to keep a record of staff absence and provide accurate reports.
- To work under the guidance of senior teaching staff to provide cover for planned and unplanned absence of teachers within the agreed system of supervision.
- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).

#### GENERAL

- Contribute to the life of the school community, and to support its ethos and policies.
- Appreciate and support the role of other professionals.
- Participate in appraisal, training and professional development as required.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Be aware of the specific issues relating to Health & Safety in your area and make appropriate assessments of any risk.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To comply with the Trust and academy's policies and procedures at all times.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**Thornaby Academy and Falcon Trust are committed to Safeguarding and promoting the welfare of children and young people.**

**All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.**

#### NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This 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 will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.