



## Cover Supervisor JOB DESCRIPTION

### Role Purpose:

The purpose of this role is to provide continuity of education for pupils whose lessons are affected by short term absence of the class teacher.

### Key Accountabilities:

Reporting to the SLT link/Assistant Head, this post holder will be accountable for

- Supervising pupils undertaking work that has been set in accordance with the Academy's policy, under the guidance of teaching/senior staff.
- Establishing productive working relationships with students, promoting positive values/attitudes and setting high expectations
- Monitoring and evaluation of students' responses to learning activities through observation and recording of achievement and providing feedback/reports as required
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Effective use of ICT to support learning activities and develop students' competence and independent use.
- Assisting with supervision of students out of lesson time, including before and after school
- Undertaking activities, as directed by the teacher, with whole classes, individuals or small groups of students, giving constructive support to students as they learn and encouraging independent working
- Communicating work set by the teacher to the students, responding to any questions about process and procedures
- Provide feedback to students in relation to progress and achievement
- Communicating feedback from the covered lesson and ensuring all completed work is returned to the teacher
- Supporting students by responding to their individual needs and promote the inclusion of all students in the classroom
- Managing student behaviour during the covered lessons to ensure a constructive climate for learning, dealing promptly with conflict and incidents in line with Academy policy and encouraging students to take responsibility for their own behaviour
- Reporting back using the Academy's agreed referral process on the behaviour of students during the class and any issues arising
- Assisting in classroom maintenance, setting out, clearing away and care of resources to create a purposeful attractive learning environment

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Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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## PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

## OUR VALUES

<b>Thinking Big</b>	<ul style="list-style-type: none"><li>• Show energy, enthusiasm and passion for what you do</li><li>• Demand the highest quality in all that you do, and in the work of your team</li><li>• Willing to champion new ideas and think beyond the status quo</li><li>• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better</li><li>• Be open to new ideas and change where it will have a positive impact on the organisation</li><li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li><li>• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li><li>• Commitment to self-development, and developing your wider Team</li><li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li></ul>
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	<ul style="list-style-type: none"> <li>• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence</li> </ul>
<p><b>Doing the Right Thing</b></p>	<ul style="list-style-type: none"> <li>• Have integrity and honesty in all that you do</li> <li>• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work</li> <li>• Take responsibility and ownership for your area of work</li> <li>• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils</li> <li>• Be transparent and open</li> <li>• Be resilient and trustworthy</li> <li>• Stand firm and stay true to our mission</li> </ul>
<p><b>Showing Team Spirit</b></p>	<ul style="list-style-type: none"> <li>• Understand how you can have a greater impact as a team than you can as an individual</li> <li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li> <li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li> <li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li> <li>• Be generous with sharing your knowledge to help to develop others</li> <li>• Understand and be willing to receive suggestions and input on your area of work from others</li> <li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li> <li>• Be aware of other peoples' needs and show an ability to offer genuine support</li> <li>• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li> </ul>

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## KNOWLEDGE, EXPERIENCE & SKILLS

**Requirement**      **Assessed at**  
**E – Essential**      **A – Application Stage**

**D – Desirable**      **I – Interview Stage**

**P – During the probationary period**

		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Knowledge</b>	Qualification in Level 3 Cover Supervision, HLTA or equivalent	X		X	X	X
	GCSE Maths and English minimum grade 4 or equivalent	X		X	X	X
	Degree in subject relevant to the school curriculum		X	X	X	X
	Knowledge and understanding of how children learn and how to motivate them	X		X	X	X
	Knowledge of strategies to develop learning	X		X	X	X
	Knowledge of, and compliance with, policies and procedures relevant to child protection, health and safety.	X		X	X	X
	Knowledge of the issues related to working with children who reside in areas of high socio-economic deprivation	X		X	X	X
	Paediatric First Aid Certificate		X	X	X	X
<b>Experience</b>	Relevant experience supervising children in a school setting	X		X	X	X
	Experience of working with children who have a wide variety of educational needs	X		X	X	X
	Experience of planning, implementing and evaluating learning activities	X		X	X	X
	Experience of student observation and assessment	X		X	X	X
<b>Skills</b>	Ability to work with an individual child or with a group	X		X	X	X
	Ability to model acceptable behaviours and encourage good social skills	X		X	X	X

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	Ability to extend children's thinking skills	X		X	X	X
	Ability to communicate with a wide range of stakeholders using a variety of methods	X		X	X	X
	Ability to use ICT effectively					

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