



ATAM Academy
Job Description
Cover Supervisor (secondary)

Post:	Cover Supervisor (Secondary)
Salary Range:	Point 24 (range 24-27) Term time only
Liaising with:	All staff Middle leaders Senior Leaders
Line of Responsibility	Senior Leadership Team

Purpose of Post:

- To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.
- Working as part of a team to ensure a purposeful, positive and disciplined culture and ethos, which ensures a safe and stable population with strong progress and attainment outcomes for pupils. Thereby, ensuring a high-quality education for all pupils.
- To cover lessons for teaching staff in their absence. When not covering lessons the Cover Supervisor will be expected to engage in activities as described in the job description.
- To ensure the key elements of progress and achievement, quality of teaching, behaviour and safety and leadership are all of a very high standard within the classes being covered.

Duties and Responsibilities

Key responsibilities

- Support the Principal in ensuring the school's commitment to safeguarding and promoting the welfare of children is delivered
- Be emblematic of our values:
 - Truth, Altruism, Compassion, Service, Courage, Resilience and Love.
- Trust Ethos: Together As One

As Cover Supervisor

To take responsibility for groups or classes of pupils in the short-term absence of their usual teacher. In this context, the Cover Supervisor will be responsible for:

- delivering and supervising work that has been set in accordance with school policy.
- liaising with teaching staff with regard to work set for a class .
- delivering engaging and motivating lessons to pupils across all key Stages (KS3 and KS4).
- managing the behaviour of pupils to ensure a constructive environment whilst undertaking work.
- responding to any questions from pupils about process and procedure.
- dealing with any immediate problems or emergencies in accordance with the school's policies and procedures .
- collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader.
- reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of pupils during the class, and any other issues arising.
- following the school policy on class registration
- implementing the school's policy for Behaviour for Learning, rewards and sanctions.
- participating in the development and delivery of the Personal Development programme.
- contributing to pupils' Spiritual, Moral, Social and Cultural development in line with school policy.
- upholding the ethos of the Sikh faith.
- communicating and consulting with parents as required.
- awareness of potential of each pupil, monitoring progress against potential and taking action to enable pupils achieve that potential.
- sustain personal expertise and act as a role model of good/outstanding classroom practice, modelling effective strategies and sharing these with other teachers as appropriate.
- working as part of a team within the subject you are covering .
- ensuring that marking and feedback leads to positive outcomes for pupils.
- to support general school administration when demand for cover is low.
- deliver 1:1 or small group intervention as directed by the Principal or SLT.
- acting as a role model in terms of attitude, dress (including adhering to the school dress code for teaching & non-teaching staff) and interaction with others.
- making a positive contribution to the wider life and ethos of the school.

General Duties

- To act in accordance with the academy and Trust's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.

- To adhere to the Trust's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care of your own and other people's health and safety in line with school and Trust policies and procedures.

The above duties are not exhaustive and the post-holder may be required to undertake reasonable tasks as assigned by the Principal.

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 constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

CONDITIONS OF EMPLOYMENT:

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

One Multi Academies Trust Safeguarding Statement

OneMAT is committed to safeguarding children. We believe that children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We expect that all staff, volunteers, outside agencies and service providers adhere to our policies and share in our commitment to safeguard all children in our care.

Cover Supervisor (secondary)- PERSON SPECIFICATION

	Essential	Desirable
Qualification Criteria	<ul style="list-style-type: none"> ● English and maths GCSE to grade 5/C or equivalent ● Qualified to work in the UK. 	<ul style="list-style-type: none"> ● Honours Degree or equivalent experience ● Qualified teacher status ● Post degree study and qualifications ● First Aid training ● HLTA experience ● Willingness to undertake CPD as necessary for the post.
Experience	<ul style="list-style-type: none"> ● Experience working with children of relevant age ● Full working knowledge of relevant policies/codes of practice and general awareness of relevant legislation. ● Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment ● Working knowledge of national curriculum and other relevant learning programmes ● Understanding of principles of child development and learning processes and in particular, barriers to learning ● Ability to plan, with support, effective action for pupils at risk of underachieving ● Experience of delivering small group and 1:1 intervention which leads to demonstrable progress for all pupils 	<ul style="list-style-type: none"> ● Experience as a Cover Supervisor / HLTA ● Experience of working alongside other educational professionals ● Experience of working with Arbour or a similar management information system ● Working with external agencies to support children ● Planning lessons and making resources ● Experience of marking and feedback
Skills and knowledge	<ul style="list-style-type: none"> ● Ability to positively influence others ● Ability to inspire and motivate staff, pupils and parents to achieve the aims of ATAM Academy. ● Excellent communication skills, both verbal and written, with the ability to negotiate and consult tactfully and effectively in order to achieve desirable outcomes. ● Necessary skills to manage classroom activities and the physical learning spaces safely ● Have the ability to work calmly under pressure and have the ability to adapt 	

	<p>quickly and effectively to changing circumstances/situations.</p> <ul style="list-style-type: none"> ● An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving. ● Organise and keep effective records. ● Ability to raise self esteem in children. ● Excellent communication skills, both verbal and written. ● Good interpersonal skills with children and adults. ● The ability to critically evaluate own performance. ● Flexible with effective time management skills. ● Willingness to utilise the possibilities of ICT in the development of the post. ● The ability to work with confidence and consistency to maintain trust and assurance in the reputation of the school and Trust 	
Personal Qualities	<ul style="list-style-type: none"> ● Value all children and be committed to the development of the whole child ● Relate well to pupils, staff and parents and care about their individual needs ● Able to adapt to changing circumstances and new ideas in a positive and creative manner ● Has high expectations of self and others ● Good judgement ● Energy and enthusiasm ● Integrity and loyalty ● Commitment to an open, collaborative style of management ● A good sense of humour ● Resilience, determination and passion to succeed 	
Other	<ul style="list-style-type: none"> ● This post is subject to an enhanced Disclosure and Barring Service check. ● Evidence of continued CPD ● Knowledge of and commitment to equal opportunities issues as they relate to education and schools 	