



## **Cover Supervisor**

### **Job Description**

<b>Salary scale:</b>	Scale 5 FTE: £27,788 - £30,099 pro rata: £23,794 - £25,733
<b>Hours:</b>	Full-Time, Term Time Only + 5 Insets  (08:15am - 4:15pm Mon-Thurs, Fri-3.45pm)
<b>Permanent / Temporary:</b>	Permanent
<b>Responsible to:</b>	Assistant Principal
<b>Job purpose:</b>	To provide continuity of education for pupils through supervision of whole classes, small groups or individuals to cover periods affected by absence.
<b>Managing:</b>	None

### **Key Responsibilities**

The Cover Supervisor's main role is to then provide continuity of education for pupils through supervision of whole classes, small groups or individuals to cover periods affected by authorised or unexpected absence.

### **Main Responsibilities**

- To supervise pupils undertaking work that has been set in accordance with the Academy's policy
- To liaise with teaching staff and Directors of Faculty to ensure that appropriate cover work has been set for periods of absence
- To prepare the learning environment before lessons and ensure the classroom and equipment are left in good order at the end of a lesson
- To communicate work set by the teacher to the pupils and respond to any questions from them about process and procedures
- To collect completed work after the lesson and return it to the appropriate teacher
- To monitor and evaluate pupils' responses to learning activities through observation, recording of achievement and providing feedback/reports as required
- To support pupils by responding to their individual needs and promote the inclusion of all pupils in the classroom.
- To use ICT effectively to support learning activities and develop pupil's competence and independence in its use
- To manage the behaviour of pupils to ensure a constructive environment and record behaviour incidents within the academy's designated software.
- To report back using the Academy's agreed referral process on the behaviour of pupils during class and issues arising
- To record and report attendance at lessons in accordance with Academy policy

- To act consistently within Faculty and Academy wider rewards and sanctions policies
- To act in the capacity of form tutor for a class of up to 30 pupils each day throughout the academic year
- To attend strike 2 lunch / after school detentions for periods of 10 minutes
- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person
- To participate in Academy activities and staff meetings when appropriate
- To undertake associated duties as required including lunch and break duty and after school and on trips
- To administer and support with detentions
- To take part in the Academy's Performance Management process
- To take part in continuing professional development
- To actively contribute to the development of good quality provision across the Academy
- To lead small groups and interventions and other Academy support work when not required for cover in your identified faculty/faculties
- To update the academy / staffing calendar to report changes to lesson covers / on tour / trips and events and CPD requests etc as a result of staff absence

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time, after consultation with the post holder.

### **Corporate Staff**

Fulwood Academy has a strong support staff component; some support staff are centrally employed and others work in curriculum areas or other specified areas. In recent years the number of support staff has been expanded in order to release teaching staff from administrative tasks in line with the work force agreement.

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

### **Personal qualities for all staff**

**We Care, We Challenge, We Commit** are at the heart of all we do, and you will join a fabulous team of staff who share the passion to develop pupils learning with strong subject knowledge and who are committed to providing the best learning opportunities possible for the pupils of Fulwood. You will be involved in a very exciting phase of Fulwood's journey to be an Outstanding school.

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

### **Performance Management**

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

### **Safeguarding Commitment**

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION

### Cover Supervisor

	Essential	Desirable	Assessed by
Education, Qualifications, Training and Experience	<ul style="list-style-type: none"> <li>GCSE equivalent in Maths and English at grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3 qualification</li> <li>Evidence of related training</li> <li>Further professional qualifications</li> </ul>	Application
Skills and Abilities	<ul style="list-style-type: none"> <li>Experience of working with children/young people</li> <li>Developing and maintaining positive working relationships with a range of pupils in order to provide guidance and support.</li> <li>A sound knowledge of school systems, up-to-date curriculum and correct academic procedures; and using this knowledge to help guide individuals through the learning process.</li> <li>Experience of dealing with behaviour issues in an academic environment</li> <li>Experience of managing a busy workload whilst maintaining high standards</li> <li>Good Basic ICT Skills</li> <li>Excellent time management and effective organizational skills</li> <li>Excellent Interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of record keeping systems.</li> <li>Experience of working with children aged 11-16.</li> <li>Experience of working in a school environment.</li> </ul>	Application Interview
Other	<ul style="list-style-type: none"> <li>Commitment to equal opportunities</li> <li>A willingness to undertake additional training, keep up to date with developments</li> </ul>		Application Interview