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| **Job Description – Prince William School** |
| **Job title:** | Cover Supervisor |
| **Responsible to:** | Deputy Headteacher |
| **Liaising with:** | HR administrator, Heads of Department, teachers, teaching assistants, students, parents/carers. |
| **Pay range:** | NJC 8 - 12FTE salary will be pro rata for 32.5 hours a week and 39 weeks a year |
| **Contract terms:** | 39 weeks per year (term time + INSET days)32.5 hours per week Normal working hours 08:30 – 15:30 Mon - Fri(30 mins unpaid lunch per day)Permanent  |



All staff should be committed to the school and East Midlands Academy Trust’s purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

**Role of the Cover Supervisor**

The role of a cover supervisor involves taking sole charge of a group of students during the absence of teachers. The primary focus is on maintaining good order and keeping students on task. You will need to respond to questions and generally assist students to undertake set activities.

**Key Responsibilities and Duties**

* Complete the register accurately in every lesson
* Communicate to students what the work is that they need to do
* Liaise with any Teaching Assistant regarding the needs of individual students
* Supervise the students’ completion of the work that has been set
* Manage the behaviour of students whilst they are undertaking work to ensure a constructive environment, using the school policies and procedures
* Respond to any questions from students
* Deal with any immediate problems or emergencies according to the school's policies and procedures
* Collect any completed work at the end of the lesson and return it to the appropriate teacher
* Report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising

**Support for the school when not covering lessons**

If there are no lessons which need covering, you may be asked to complete other tasks which support the education of students, such as:

* Supporting specific students, withdrawn from their normal lesson, with intervention work
* Creating resources
* Creating displays which support and enhance learning
* Supervising students working in the Isolation room
* Being the member of staff ‘On Call’ to provide support for teachers as necessary
* Other similar tasks

**Support for Students and Parents/Carers**

* Establish good relationships with students, acting as role model, and ensuring they work productively
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
* Support students to access to learning, providing additional support for any with SEND and liaising with any Teaching Assistants in the classroom as necessary
* Liaise with parents/carers if necessary

**Support for Teachers**

* Ensure that the work the teacher has set for a particular class is completed as required
* Ensure that the completed work is returned to the correct place or person so that the teacher will receive it and students’ work is not lost
* Feedback to the teacher any praise or concerns about any particular students as appropriate

**General Requirements**

* Demonstrate awareness of the school’s educational and behavioural policies.
* Adhere to the Staff Code of Conduct, dress code and other policies relating to staff.
* Demonstrate a record of excellent attendance and punctuality.
* Be aware of and comply with policies and procedures relating to safeguarding, health & safety, security, confidentiality, and data protection reporting all concerns to the appropriate person.
* Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.
* Appreciate and support the work of other professionals.
* Participate in training and other learning activities and performance development as required.
* Participate in the school’s appraisal scheme in order to develop and enhance personal and service performance.
* Any other duties as reasonably requested by the Line Manager or Headteacher.

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

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| Compiled by: **HR**  | Revision Number: v2  |
| Approved by Headteacher: E Dormor | Revision Date \_\_\_/\_\_\_/\_\_\_ |
| Approved by HRBP:  |  |

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

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications** |
| Good level of education to at least 5+ GCSEs at grade 4 – 9 (or equivalent) | **** |  |
| Further qualifications |  | **** |
| **Experience**  |
| Working with teenagers | **** |  |
| Working in a school environment |  | **** |
| Ability to use Microsoft office, including Word and Excel | **** |  |
| Experience in the use of SIMS |  | **** |
| **Knowledge and understanding** |
| An understanding of safeguarding policies and procedures | **** |  |
| An understanding of confidentiality  | **** |  |
| **Skills and Attributes** |
| Able to be resourceful  | **** |  |
| Able to stay calm and professional, even under pressure | **** |  |
| Able to deal confidently and work productively with teenagers  | **** |  |
| **Personal Qualities**  |
| Cheerful approach and able to work well under pressure | **** |  |
| Excellent interpersonal communication skills | **** |  |
| Ability to work independently and as part of a team | **** |  |
| Punctual and reliable | **** |  |
| High level of honesty and integrity  | **** |  |
| Strong commitment to children and education | **** |  |
| Creative and adaptable | **** |  |
| **Further requirements** |
| Willingness to work flexible hours on occasion  | **** |  |
| Willingness to undertake training courses that are relevant to the duties of the post | **** |  |
| Supportive of the ethos of the trust and school | **** |  |