



Job Profile

Role: Cover Supervisor

Grade: 4

Contract: Permanent

Reports to: Deputy Headteacher

Job Focus

The Academy of St. Margaret's are seeking an enthusiastic and diligent Cover Supervisor to join the Academy on a permanent basis. This role will support the Academy in its day-to-day operations; ensuring adequate and efficient cover is provided in the absence of teaching and support staff. In this role, you will provide supervision to whole classes during short-term absence of teachers; maintaining standards of students' behaviour in the classroom, ensuring that students engage in learning activities as directed by teachers.

This is an exciting time to join the Academy as we are part of the All Saints Multi Academy Trust. The Trust is committed to improving, accelerating and enabling ambitious life goals amongst all young people in their academies.

Core Responsibilities & Tasks

- The delivery of internal cover in the absence of teaching staff.
- Ensure suitable cover material has been provided for the lesson and, where no work is provided or where work is below an agreed standard, to source suitable work from the relevant head of department.
- Collaborate with teachers and heads of department to plan cover work for an absence known in advance.
- Supporting the deputy headteacher in scheduling the daily cover provision, ensuring that a 'best fit' model is used to ensure maximum efficiency of the agency staff supporting internal cover.
- Ensuring the adequate and efficient provision of cover for the absence of teaching and support staff and special events where extra cover supervision may be required (e.g., job interviews, safeguarding visitors on site).

- Give clear instructions for the work provided by the teacher and respond to questions and requests from students.
- Ensure the learning outcomes for lessons are achieved and provide feedback to the class teacher.
- Establish a bank of suitable cover work for use in subjects at the appropriate level, with the agreement of the relevant heads of department.
- Liaison with subject leaders and subject teachers.
- Undertaking classroom support if covering duties are not required.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Academy's Appraisal process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.
- The Trust operates a non-smoking policy.

Person Specification

Qualifications	Essential	Desirable
5 GCSE's passes (A*-C of equivalent)	x	
Classroom support experience		x
Teaching Assistant Training NVQ Level 3		x
Knowledge and Understanding		
Experience of working with secondary aged students.	x	
Experience of line managing other staff.	x	
Able to manage classroom activities safely.	x	
Able to use strategies to deal with classroom behaviour.	x	
Ability to organise classroom resources.	x	
Good organisational skills.	x	
Knowledge of confidentiality issues.	x	
Knowledge of classroom roles and responsibilities.	x	
Knowledge of SEN.	x	
Behaviour Management Training.		x
Personal Skills and Attributes		
Good interpersonal skills.	x	
Good team player.	x	
Commitment to students and staff.	x	
Able to relate well to children.	x	
Good time management.	x	
Ability to stay calm under pressure.	x	
Willing to undertake training.	x	
Ability to relate to parents/carers.	x	
Patience and enthusiasm.	x	
Other		

Satisfactory DBS with barred list check	x	
Enrolment to DBS update service		x

Equal Opportunities

All Saint's MAT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, age, or disability.

This job profile is accurate as of 17.12.2024