

# Cover Supervisor

<b>Job Role:</b>	<b>Cover Supervisor</b>
<b>Location:</b>	Academy of St Francis of Assisi, Gardner's Dr, Liverpool L6 7UF
<b>Salary:</b>	Grade 4, SCP 9-17
<b>Contract:</b>	Permanent, Term Time + 5 INSET days
<b>Reports to:</b>	Deputy Headteacher

## Job Focus

### To be responsible for

- The delivery of internal cover in the absence of teaching staff.
- 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).
- Provision of cover in the event of Teacher absence:
- Liaison with the Subject Leaders & Subject Teachers
- Undertaking classroom support if cover 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 Performance Management 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

- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

- This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.
- The job purpose and key statements remain indicative and by no means exclusive – given the evolving needs of the academy, flexibility among staff is very important.
- The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- A DBS certificate will be required on successful application to a position at the academy.

## Person Specification

<b>Qualification and development</b>	<b>Essential</b>	<b>Desirable</b>
5 GCSE passes or equivalent	Y	
Classroom support experience		Y
Teaching Assistant Training NVQ Level 3		Y
Teaching Assistant Training NVQ Level 3		Y
<b>Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with secondary aged students	Y	
Experience of line managing other staff	Y	
Able to manage classroom activities safely	Y	
Able to use strategies to deal with classroom behaviour	Y	
Ability to organise classroom resources	Y	
Good organisational skills	Y	
Knowledge of confidentiality issues	Y	
Knowledge of classroom roles and responsibilities	Y	
Knowledge of SEN	Y	
Behaviour Management Training		Y
<b>Skills and Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Good interpersonal skills	Y	
Good team player	Y	
Commitment to students and staff	Y	
Able to be flexible and use initiative	Y	
Able to relate well to children	Y	
Good time management	Y	
Ability to stay calm under pressure	Y	
Willing to undertake training	Y	
Ability to relate to parents/carers	Y	
Patience and enthusiasm	Y	

This job profile remains indicative and by no means exclusive. Given the evolving needs of the Academy, 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.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.

The Trust is an equal opportunities employer.