

## Cover Supervisor

### **The Stanchester Academy Culture reflects that of our sponsor.**

The success of the Stanchester Academy will be underpinned by two fundamental tenets:

**Students come first:** First and foremost, the role of the Trust is to enable students to achieve their potential, and it is this assumption that drives the culture and activity of the Trust. It also drives the Trust's recruitment and personnel strategies. It is assumed that anyone who joins or forms part of the Trust shares this philosophy.

**All staff employed at the Trust are team players:** Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Trust. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the Trust in its wider community.

### **PERSONAL PROFILE**

The success of the Stanchester Academy rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the post holder shares our values of student centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy. This post is not about building empires. It is about espousing and promoting corporateness. Like any other post in the Academy, it is about valuing people, working in partnership with others and supporting individual progression and achievement.

Crucially the post holder must have a commitment to comprehensive education and training. S/he will believe passionately in the entitlement of individuals of all ages to learning.

JOB DESCRIPTION

**Core Purpose**

To supervise whole classes during the short-term absence of teachers; invigilate exams and accompany staff and pupils on educational visits.

**Main Responsibilities and Duties**

- The Cover Supervisor will give instructions for the lesson as provided by a teacher. The primary focus will be to maintain good pupil behaviour and keep pupils on task.
- The Cover Supervisor will respond to general questions and provide feedback to teachers, but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording or reporting of achievement, progress and development of pupils work).
- There will be a requirement also to provide administration support of curriculum areas and general pastoral work when not supervising pupils.
- Supervise 11 – 16 year old pupils
- Supervise the work of whole classes set by their subject teacher in their absence.
- Support learning activities with pupils across the range of abilities.
- To register and record pupil attendance in lessons.
- To answer pupil queries about process and procedures relating to the lesson and work set.
- To manage pupil behaviour ensuring a constructive, safe learning environment. Deals with conflict and incidents in line with the Academy policies.
- Collects completed work after the lesson, returning it to the appropriate teacher.
- Provides feedback as appropriate using the Academy's referral procedures about pupil behaviour during class and any issues arising, to the class teacher/Head of Department or Secondary Leadership Team.
- Assists with other activities relating to the supervision of pupils e.g. exam invigilation, escort pupils on trips/to college, support teachers in the classroom.
- Provide administrative support to curriculum areas e.g. classroom displays, filing pupil data. (It is anticipated that the majority of the role will involve in-class supervision).
- To be responsible for the health and safety and welfare of themselves and others
- To be responsible for the safeguarding and promotion of the welfare of children
- To be a team player and contribute within own capabilities towards the

Academy

- The post-holder may from time to time be required to carry out other duties commensurate with the role

### **Problem Solving and Creativity**

- Excellent interpersonal and communication skills required to maintain a good, safe working environment in the class to support effective learning and supervision of pupils within the context of the Academy Behaviour Policy and procedures e.g. to diffuse disruptive/challenging behaviour.

### **Decision Making**

- Will follow the school policies and behaviour procedures deciding how and when to apply a range of supervision/behaviours strategies ensuring that pupils are undertaking the work set by the classroom teacher and that they are behaving in an appropriate way, and not compromising the welfare,

### **Health and Safety of themselves and others.**

- Decisions will have to be made immediately with more complex or controversial decisions being referred to a senior member of staff.

### **Relationships**

- Has no direct supervision of staff
- Has regular contact with staff
- Compliance of data protection and confidentiality relating to all student data. Frequent contact with staff teaching/pastoral and support staff to receive and provide information and guidance about work set, pupil behaviour, conduct and attendance.
- There is frequent contact with pupils to supervise and direct their learning and control their learning environment.

### **Physical Working Conditions**

- Works within normal Academy environment with use of ICT equipment. The work is undertaken in offices/workshops/classrooms and computer suites.
- There will be involvement in external Academy activities and educational visits for which risk assessments will be undertaken.
- Most of the day will be spent sitting or standing.
- There are physical risks associated with intervention in incidents of challenging behaviour, including aggression, verbal abuse from pupils who may have psychological needs or who display disruptive tendencies.

### **Knowledge, Skills and Experience**

- To be a team player and contribute within your own capabilities towards the Academy vision.
- Appropriate Education level would be grade C, GCSE in English and Maths.
- ICT skills and numeracy skills.

**JOB DESCRIPTION**

- The post holder will supervise pupils within a wide range of ages and abilities, they will be responsible for maintaining good behaviour and discipline to ensure effective learning takes place but without the opportunity to engage directly with pupils in their learning activities. This may make the establishment and maintenance of a productive relationship with pupils more difficult than it would be for teaching staff.

**Other Requirements**

- Attends mandatory training, for example, for child protection
- Responsible for the health, safety and welfare of themselves and others.
- To be responsible for the safeguarding and promotion of the welfare of children.
- To be a team player and contribute within your own capabilities towards the Academy vision
- The post-holder may from time to time be required to carry out other duties commensurate with the role