

The South Wolds Academy and Sixth Form



Lead Cover Supervisor Application Pack

May 2022

Job Description



1. Title of Post:	Lead Cover Supervisor
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2. Accountable and Responsible to:	Assistant Head Teacher – KS3 Progress and Inclusion
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3. Grade:	Scale 4
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4. Main Purpose of the Job:	
1.	To organise and run the study support facilities.
2.	To provide appropriate line management and support for any staff working in the study support facilities.
3.	To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures.

5. Main Responsibilities of the Job:	
1.	To liaise with Subject Performance Leaders to ensure appropriate work is being set and is available in a timely fashion. To report concerns to the SLT via line manager.
2.	To meet agency staff in reception, following their introduction and induction from the Office Manager, and ensure that they are familiar with the requirements of the day. Liaise with the Office Manager regarding feedback for agencies.
3.	To ensure cover work is collated for the day and distribute to the team of cover supervisors and agency staff.
4.	To make suggestions to the senior leadership team via line manager for the further development of the study support facilities.
5.	Support students' learning activities.
6.	Promote positive behaviour.
7.	Help to keep students safe.

8.	Prepare and maintain the learning environment.
9.	Use ICT to support students' learning.
10.	Invigilate tests and examinations or support students in classrooms as directed.
11.	Develop and promote positive relationships.
12.	To promote the inclusion and acceptance of all students within the classroom.
13.	Develop and maintain working relationships with colleagues.
14.	Reflect and develop on your own practice.
15.	Liaise with teacher(s) about cover work.
16.	Explaining to students the work that has been set and actively circulate around the teaching space to ensure students are working hard and focused on the tasks set.
17.	Respond clearly and positively to students about the work that has been set.
18.	Collect all work completed at the end of the lesson and returning it to an agreed person/place.
19.	Leave the room in good order at the end of the lesson.
20.	Supervise the calm entry and departure of the students.
21.	Record and report attendance in line with the school policy.
22.	Report back as appropriate using the schools' agreed referral procedures on the behaviour of students during the class and any other issue arising.
23.	Deal with any immediate problems or emergencies according to the schools' policies and procedures.
24.	Follow school policies especially those relating to child protection and health and safety.
25.	Respect confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.
26.	To undertake break and lunchtime duties as directed.
27.	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person Specification	Essential/ Desirable
Qualification Criteria	
Five A*-C passes at GCSE (or equivalent) including English and Maths	E
Qualified to degree level	D
Experience	
Experience of working with young people or adults in a paid/voluntary capacity	E
Previous experience of working with children or young people	D
Personal Characteristics	
Genuine passion and a belief in the potential of every student	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and students	E
Able to follow instructions accurately but make good judgements and lead when required	E
Motivation to continually improve standards and achieve excellence	E
Committed to the safeguarding and welfare of all students in the academy	E
Specific skills	
Good communications skills, written and oral	E
Excellent numeracy and literacy skills	E
Competent with computers and other technology	E
Able to understand and implement strategies and methods to help students make good progress	E
Understand the importance of confidentiality and discretion	E
Other desirable skills	
The willingness to run an extra-curricular activity for students across the academy	D

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.