

JOB DESCRIPTION			
JOB TITLE	Cover Supervisor	SALARY	FTE salary £23,656 to £25,183 depending on experience
RESPONSIBLE TO	Headteacher	LOCATION	UTC Swindon
LAST REVIEWED	November 2024	Hours	Full time, term time only, 37 hours a week
Signatures (employee and line manager)			
JOB PURPOSE			
<p>The role of the Cover supervisor is to supervise students carrying out pre-prepared exercises when teaching staff are on short-term absence. The cover supervisor's main job is to manage a classroom, ensuring that students remain on task with the work they have been set, managing student behaviour and ensuring a safe environment. In addition, when not covering a specific class, the cover supervisor will maintain the reflection room and supervise students in this environment. Administration tasks will be completed to maintain the smooth running of the school.</p>			
MAIN DUTIES AND RESPONSIBILITIES			
<p>Supervise allocated classes by delivering pre-planned material to ensure students achieve progression of learning through:</p> <ul style="list-style-type: none"> • Provide students with and supervise work that has been set by the teacher • Register the class on Cloud school in accordance with the schools attendance policy • Manage the behaviour of students whilst they are undertaking this work to ensure a constructive and positive environment • Respond to any questions from students and provide support and guidance • The jobholder wherever possible will actively engage in the teaching and learning of students • Deal with any immediate problems or emergencies according to the school's policies and procedures. • If required, collect completed students' work after the lesson and pass to the appropriate teacher • Complete cover lesson feedback form or equivalent and return to the appropriate teacher • Use the school's agreed behaviour management procedures, on the behaviour of students during the class and on any problems arising • Use the school's Positive Behaviour points for commended behaviours • Liaise with the Subject Leader to ensure the implementation of department policy and best practice. <p>Reflection Room Supervision</p> <ul style="list-style-type: none"> • Supervise students sent to or arrived from classes to the reflection room • Follow the reflection procedures ie. Phone removal, completion of reflection room form by students • Complete the reflection Room Booth log spreadsheet • Keep the reflection room tidy and well stocked with study resources • Liaise with on call as appropriate to maintain behaviour protocols 			

GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the Trust’s Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust’s policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.
- This job description may be reviewed at any time in consultation with the post holder.

QUALIFICATIONS & EXPERIENCE		TECHNICAL COMPETENCIES /KNOWLEDGE/SKILLS		BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES	
Qualifications		Essential	Desirable	Equality and Diversity	
Essential	Desirable			Essential	Desirable
<ul style="list-style-type: none"> • Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English or grade 4 Maths and English 	<ul style="list-style-type: none"> • Degree level qualification or further relevant professional studies 	<ul style="list-style-type: none"> • Ability to form positive, respectful relationships with students and staff • Ability to create an ethos and which enables all students to achieve their potential • Ability to work with minimum supervision as part of a team. 	<ul style="list-style-type: none"> • The ability to analyse and interpret student performance data to support learning • Knowledge and understanding of current curriculum developments • Understanding of the subjects being supervised 	<ul style="list-style-type: none"> • Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education 	<ul style="list-style-type: none"> • Knowledge of appropriate national standards • Understanding of multicultural issues in the context of a secondary school

<ul style="list-style-type: none"> Education to include level 3 qualifications 			<ul style="list-style-type: none"> Ability to challenge self, staff and students to develop new outcomes through an entrepreneurial attitude 		
Experience		Other requirements			
Essential	Desirable	Essential		Desirable	
<ul style="list-style-type: none"> Experience of working with students of the relevant age A good understanding of how IT can support and enhance teaching and learning 	<ul style="list-style-type: none"> Experience of innovative and successful collaboration with business and the community Commercial experience. Pastoral experience for students Experience of use of innovative approaches to development of teaching and learning 	<ul style="list-style-type: none"> Ability to work under pressure Good communication skills Ability to prioritise A 'can do' attitude Must be able to maintain the right work/life balance 	<ul style="list-style-type: none"> Ability to turn hand to anything during early phases 		



ATTRIBUTES



PROFESSIONAL

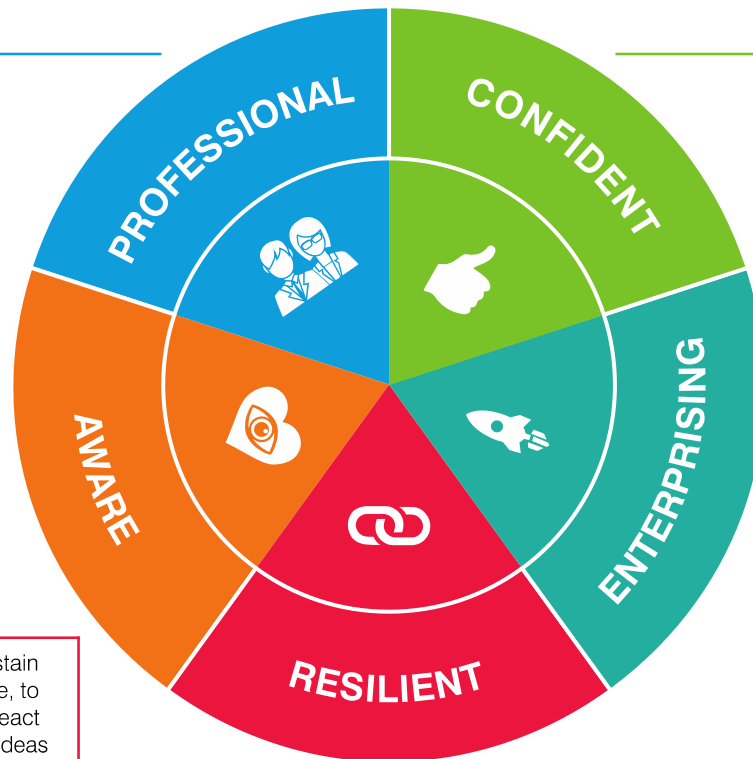
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstration a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

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This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. We undertake social media checks on all shortlisted candidates in accordance with DFE statutory guidance 'Keeping Children Safe in Education 2022'.