

Role Profile

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Job Title	Cover Supervisor and curriculum support	Job No. (Office Use)		Band/Band Range-(for career grades)	Grade D
Reports to (Job Title)	Deputy Headteacher				
DBS check required	Enhanced DBS check required				
Job Purpose	To enable the provision of learning to continue in the absence of the usual teacher responsible for the class, by utilising pre-prepared exercises and effectively managing the behaviour of pupils/students.				
Decision Making	The job involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations. The post holder generally has access to a supervisor or manager for advice and guidance on unusual or difficult problems.				

Accountabilities	<ul style="list-style-type: none"> • To cover for the class teacher in their absence using prepared material so the continuity of the curriculum can continue • Undertake activities to assist teachers in the delivery of the curriculum, where no cover duties are required • Promote and ensure the health, safety and appropriate behaviour of pupils/students at all times • Support the teacher by assisting in the production of lesson/work plans, worksheets etc. within an agreed system of supervision • Administer and assess routine tests and invigilate exams/tests as required • To provide clerical support to subject areas • Feedback to department of achievement/progress and performance of students • Ensure department/faculty leads are kept up to date with issues or concerns in the classroom for further action • Undertake other duties appropriate to the grade of the post
Demands	<p>There are periodic requirements for lifting, stretching and considerable physical effort required when preparing classrooms for lessons and clearing away afterwards and when assisting with the display of students work. The work may involve some crouching, stretching and working in awkward positions.</p> <p>Post holder is required to concentrate for most of the morning or afternoon during invigilation of examinations and tests and when monitoring pupil's responses to learning activities and recording achievement/progress.</p>
Working Conditions	<p>Post holder mainly operates within classroom based conditions and there is regular background noise. There may be some exposure to environmental conditions when supervising students outside at lunchtime and during off-site activities and academy trips. There may, on occasion, be the need to deal with emergencies in the classroom and deal with bodily fluids when providing personal care to students.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Experience, Knowledge and Qualifications</p>	<p>Essential:</p> <ul style="list-style-type: none"> • 2 GCSEs (Grades A-C) or equivalent in English/Literacy and Mathematics/Numeracy or NVQ 3 Teaching Assistant or other relevant qualification e.g. NVQ 3 Early Years Care and Education etc. • Knowledge and experience of working with students in a learning environment • Knowledge and experience of using a range of strategies to deal with classroom behaviour • Knowledge and experience of providing general technical/resources support e.g. preparation of teaching materials, displays etc. • Awareness of and compliance with policies and procedures relating to Child Protection, Safeguarding , Health, Safety, and Security, Confidentiality and Data Protection • To work collaboratively as a team to undertake the roles of this position • To engage in CPL and Training
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Skills and Technical Competencies</p>	<ul style="list-style-type: none"> • Post holder will encounter and find solutions to various problems while supervising classes and assisting in the development and production of curriculum materials, such as lesson/work plans, worksheets, marking of work, invigilating routine tests and helping to plan group and individual work programmes and review work activities in conjunction with teaching staff • Post holder has extensive contact with pupils and students, which involves mentoring, motivating, advising, guiding and imparting skills and knowledge, when cover is low, deployed to support student progress • Interpersonal and communication skills required to liaise with teachers, other academy staff, and academy leaders and at times outside agencies e.g. social workers
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Academy Standards</p>	<ul style="list-style-type: none"> • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the academy's constitution and its policies and procedures. • Work within the requirements of the academy's Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the academy's equalities policy and relevant legislation. • To understand the values and moral purposes of the academy.