



The
Ongar
Academy

JOB DESCRIPTION

Job title: Cover Supervisor

GRADE BN3W Scale point 6-17

HOURS: 37 hrs Per Week

RESPONSIBLE TO: Head of School

JOB DESCRIPTION: To effectively manage the day to day cover in school. To either provide cover for absent teachers or arrange cover to carry out the functions of the teacher in accordance with the stated aims and objectives of The Ongar Academy and of the absent teacher's department.

COVER SUPERVISOR DUTIES AND RESPONSIBILITIES

ORGANISATION

Cover Supervisors are expected to carry out the following duties to cover for short-term teacher absence.

- Deliver lessons appropriate to the age and ability of the students so as to facilitate progression in students' learning; the plans and resources for these lessons to be provided by the Head of Faculty.
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources.
- Implement The Ongar Academy policy with regard to registration, student absence, dress code, behaviour etc.
- Enforce The Ongar Academy rules relating to Health and Safety.
- Provide advice and guidance to staff, students and others.

In addition, Cover Supervisors are expected to carry out the following duties when providing cover for long term teacher absence

- In consultation with the Head of School / Head of Faculty (or relevant other) and in accordance with the schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students, so as to facilitate progression in students' learning.
- When covering the absence of a Form Tutor, fulfil the duties and responsibilities defined in the Form Tutor's job description.

- Facilitate the general progress and well-being of any individual student within any group of students assigned to her/him, providing guidance and advice to students on educational and social matters.
- Contribute to appropriate extra-curricular provision.
- Provide classroom assistance and support for individual student needs if necessary.

ADMINISTRATION

- Assess, record and report on the development, progress and attainment of the students assigned to her/him, within The Ongar Academy guidelines.
- Attend relevant meetings and carry out relevant administrative tasks.

GENERAL

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Governing Body.

The duties may be varied by the Head of School and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

The Trust and Local Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

It is a requirement to:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

Ensure that all School and Trust policies are adhered to

COVER SUPERVISOR PERSON SPECIFICATION

Qualifications & Experience	Specific qualifications & experience	Appropriate and relevant qualifications/experience desirable
	Knowledge of relevant policies and procedures	Detailed knowledge of school policies and procedures
	Literacy	Excellent reading and writing skills equivalent to at least NVQ Level 3
	Numeracy	Excellent numeracy skills equivalent to at least NVQ Level 3
	Technology	Full working knowledge of ICT to support learning
Communication	Written	Ability to write complex reports, letters etc.
	Verbal	Ability to exchange complex verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Detailed knowledge and understanding and awareness to support the differences in children and adults in relation to the role
	Curriculum	Detailed knowledge and understanding of the school curriculum in support of the role and advise and support others
	Child Development	Detailed knowledge and understanding of how the role contributes to child development and be pro-active in putting forward ideas for improvements and for communicating any changes
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Work effectively as part of a team and contribute to group thinking, planning etc. Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Work effectively as part of school team Ability to work independently
	Information	Ability to provide professional and timely information to others

Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure To be flexible Follow instructions accurately Use own initiative and work independently
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances, situations
	Creativity	Demonstrate creativity and an ability to resolve problems independently

NOTE:

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.