

Job Title:	Cover Supervisor
Contract Information:	Permanent Term Time 32 hours 55 mins per week 8:15am-3:20pm (30-minute unpaid break)
Responsible to:	Assistant Headteacher
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	NJC Grade 4 -5, Scale Point Range Points 7 – 18 £26,403 - £31,537. Actual Salary £20,325 - £24,277 per annum Starting scale point is dependent on experience.

Background & Vision:

Our vision for 'world class' education is one in which all students:

- Make outstanding progress in their learning, regardless of ability, gender, social background, or ethnic origin.
- Are engaged in a curriculum suffused with memorable experiences and rich in opportunities for learning.
- Learn, with teachers, in an environment which is mutually respectful and promotes a shared enjoyment of learning.
- Develop social attitudes and behaviours founded upon the values of respect, responsibility, and resilience.
- Develop the transferable skills and attitudes necessary to thrive in the global economy of the 21st Century.

Values:

Our values are at the heart of what we do.

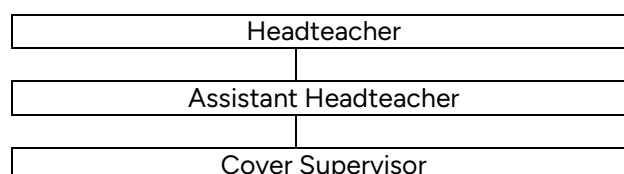
We believe that everyone excels everyday here at Hollingworth Academy. This ethos is built on our core values of **RESPECT**, **RESPONSIBILITY** and **RESILIENCE** and these values are at the heart of everything we do.

In order for every child at Hollingworth to be supported and challenged to make outstanding progress academically we need to build resilience in them to keep moving forward and take responsibility for their learning. We want considerate and confident young adults who are respected within their community, capable of successfully entering further education, employment and training. We will always have the highest expectations for all of our students, as their success is our success.

Purpose of the Job:

To provide support for teaching staff and students and to ensure stability and continuity for students whose lessons are affected by the short-term absence of the teacher.

Organisational Chart



Control of Resources

Personnel: **None**
Financial: **None**

Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the academy's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, Email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

Internal:

1. Teaching and support staff within the academy.
2. Users of the academy.
3. Voluntary helpers.
4. Students.

External:

1. Parents/Carers.
2. Visitors and stakeholders.

Key Duties and Responsibilities:

- Under the agreed system of supervision, during the short-term absence of the classroom teacher, to supervise students undertaking work which has been set in accordance with the academy policy.
- To monitor and evaluate students' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
- To use ICT effectively to support learning activities and develop students' competence and independence in its use.
- To undertake activities as directed by the teacher, with whole classes, individuals or small groups of students, giving constructive support to students as they learn.
- To be responsible for classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- To support students by responding to their individual needs and promote the inclusion and acceptance of all students in the classroom.
- To follow the academy policy document and schemes of work and keep updated with academy and National Curriculum documentation.
- To manage the behaviour of students whilst they are undertaking work, to ensure a constructive environment.
- To report back using the academy's agreed referral processes on the behaviour of students during the class and issues arising.
- To communicate work set by the teacher to the students, responding to any questions from them, about processes and procedures.
- To communicate feedback from the covered lesson and ensure all completed work is returned to the teacher.
- To ensure observation of Health and Safety Regulations.
- To uphold the academy ethos, rules and regulations.
- To invigilate examinations to the required standard.
- To oversee the distribution and collection of books and other equipment, as directed by the teacher.

- To maintain the rules set by the external examination boards and in-house regulators when invigilating examinations.
- To work under the direction of the lead teacher/organiser when accompanying staff on academy visits.
- To provide clerical/administrative support e.g., photocopying, typing, filing, etc.
- To assist with the display of students' work.
- To supervise students during pre-morning lessons, breaks and in bus queues, as required.

General Responsibilities:

- The postholder must perform their duties in accordance with the academy's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the academy ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events, as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- To work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.
- To carry out their duties with due regard to current and future academy/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile, but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / postholders:

Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Signed	Postholder	Date
Signed	Line Manager	Date