

JOB DESCRIPTION

POST TITLE: Cover Supervisor	Salary: Daily rate based on salary assessment
RESPONSIBLE TO: School staff	Hours: Casual

Key liaisons:

- Headteachers
- Teachers
- Support Staff

Location:

The role can be based at any school within the Arthur Terry Learning Partnership based on geographical location choices

Job Purpose:

To effectively deliver cover lessons to designated students and to undertake pastoral duties in order to provide continuity of education to pupils in the absence of their 'regular' class teacher.

Safeguarding

- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols reporting any concerns to the Designated Safeguarding Lead (DSL).

Key Duties

- Contribute to the provision of a safe, secure learning environment.
- To work as a member of the school team and to contribute positively to effective working relations within the school.
- To follow set cover work provided by school.
- Implement and maintain the behaviour policy of the school.
- To take part in the ATLP's staff development programme by participating in training and professional development.

- To maintain appropriate records and to provide relevant accurate and up-to-date information e.g. registers, data systems.

- Carry out some of the duties of the ‘regular’ teacher, covering classes, taking class registers, attending school assemblies.

Data Protection

- Work within the requirements of Data Protection legislation at all times ensuring student data is kept safe.
- Report any potential or actual data breaches to the person responsible for data protection in school.

Timesheets

- Submit time sheet to authorised person on a weekly basis.
- Call the school if you are unable to attend a booking or if you are going to be late to arrive at a booking.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- To undertake appropriate professional development.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions where required.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.

Person Specification

Qualifications	Educated to degree level is desirable
	Minimum of 5 GCSE's or equivalent including Maths and English at Grade C or equivalent or above
Professional Knowledge and Understanding	
	Knowledge and understanding of a range of behaviour management strategies
	Knowledge of safeguarding in schools
	Experience of supporting students in a classroom setting
	Experience of working with students with SEND, EAL and other vulnerable groups is desirable
	Knowledge, awareness and understanding of the importance of equality, inclusion and diversity in teaching
Professional Skills/Attributes	
	Outstanding communication and organisational skills
	A confident and competent user of ICT
	High standards of behaviour in the role in line with Support Staff Standards
	Evidence of commitment to further professional development
	Commitment to ensuring that every child has the opportunity to reach their full potential
Contra Indicators	Criminal conviction involving offences against children/vulnerable adults