

**PARADIGM TRUST**  
**IPSWICH ACADEMY**

<b>JOB DESCRIPTION</b>	
<b>Post Title:</b> Cover Supervisor	<b>Grade:</b> Grade Scale 5 Point 22 -25  35.5 hours per week 39  <b>Date:</b> July 2018
<b>RESPONSIBLE TO:</b> Assistant Principal	

**PURPOSE OF THE JOB**

- To cover lessons in the absence of the teacher
  - To cover the morning tutorial for a base group in the absence of their regular tutor
  - Support the Academy with the day to day cover of classes to provide continuity of student learning
  - Be an effective member of the school support team through communicating and liaising with colleagues
  - Establish strong and positive working relationships with students, acting as a positive role model who sets high expectations
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**DUTIES AND RESPONSIBILITIES**

- Report to the Cover Manager daily by 8.30 a.m. and be prepared to supervise the morning tutor period as required
- Liaise with the relevant Programme Leader/Head of Department to ensure that the work is organised ready for each class
- Supervise learning in lessons as required
- Record, report and refer issues in accordance with Academy procedures, taking follow-up action if required
- Uphold the Academy expectations of learning and behaviour in all lessons
- Promote positive values, attitudes and behaviour for learning, rewarding progress whilst maintaining high expectations of all students
- Advise tutors/ teachers of issues arising during cover sessions which may need addressing

- Contribute to the establishment of an appropriate learning environment for students
- Contribute to the invigilation of internal and public exams as required
- Make use of non-confrontational approaches to conflict resolution
- Contribute to supervisory duties as required
- Subject to hours worked, contribute to extra-curricular activities, visits and whole academy events
- Participate fully in the Academy's Performance Management programme

**EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Academy's policies and ensure anti-discriminatory practice within the service area.

**COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

**CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy and the local authority.

Signed \_\_\_\_\_  
Postholder

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Executive Principal/Principal

Date \_\_\_\_\_

**PARADIGM TRUST**

**PERSON SPECIFICATION**

**Cover Supervisor**

	<b>Application</b>	<b>Interview</b>
<b>Qualifications</b>		
A good GCSE English language and mathematics or equivalent	X	
<b>Experience</b>		
Experience of working in an office and of routine office duties	X	
Experience of working with people	X	
Experience of working with children or young people	X	
<b>Knowledge and understanding</b>		
Understanding of and commitment to equality issues within the workplace and the safeguarding of children.	X	X
<b>Skills and abilities</b>		
To be able to use information and communication technology effectively		X
Good organisational and administrative skills	X	X
Good management of own workload, including the ability to prioritise tasks	X	X

Ability to work effectively as part of a team to ensure the needs of the pupils are met appropriately.		X
Understanding of and ability to establish clear boundaries in relation to pupils' behaviours in line with the Trust's behaviour policy.		X
Good verbal and written English communication skills.	X	X
A willingness to develop your own professional skills and knowledge by attending appropriate courses/training		X
A flexible, patient and hardworking approach to working as part of a team		X
<b>Additional</b>		
An excellent record of attendance	X	
First aid qualification (training will be provided)	X	X
A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.	X	
The post holder must demonstrate due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Trust.	X	X