

## **JOB DESCRIPTION**

<b>POST:</b>	Cover Supervisor
<b>RESPONSIBLE TO:</b>	The Principal, under the day-to-day management and leadership of the Senior Cover Supervisor
<b>GRADE:</b>	Scale 4, SP 7 – 11 plus Local Government Pensions Scheme
<b>KEY RELATIONSHIPS:</b>	Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents/carers; local community; hub council; other Oasis Academies and Oasis Community Learning central staff.
<b>LOCATION:</b>	Oasis Academy Isle of Sheppey
<b>WORKING PATTERN:</b>	Term-time only
<b>DISCLOSURE:</b>	Enhanced DBS
<b>JOB PURPOSE:</b>	To supervise the classes of absent colleagues and, where appropriate, contribute to the day-to-day running of the school

### **RESPONSIBILITIES:**

- To supervise classes in the absence of a class teacher ensuring purposeful learning.
- To support students in class when not supervising a lesson to aid effective learning.
- To invigilate school and public examinations and tests.
- To promote and safeguard the welfare of children you teach or come into contact with.

### **DUTIES:**

#### **Supervision of class when the teacher is absent:**

- Supervise a class of pupils when the timetabled member of the teaching staff is absent, as directed by Cover Manager and/or Principal.
- Liaise with the appropriate staff such as Learning Zone Leaders and Curriculum Leaders with regard to the work that has been set so that requirements are fully understood.
- Keep accurate attendance records of students in supervised lessons.
- Provide students with clear information and instructions relating to the work to be completed by them.
- Help students with the organisation of the work set and the materials and resources provided.
- Ensure good order and the safety of the students being supervised including an orderly start and finish to the lesson.
- Return work completed in lessons and information such as class register, textbooks, and equipment to the appropriate teacher and ensure classroom is left tidy.

- Implement the Academy's Behaviour Policy including the issuing of rewards and sanctions within the Academy's guidelines.

**Other duties:**

- Provide break-time cover for the supervision duties of absent teachers as required.
- Provide support to students, including those with special educational needs and English as a second language, under the direction of the class teacher, Curriculum Leader, SEN Provision Manager.
- Attend meetings and training including the Academy's Training Days.
- Invigilate School and public examinations and tests as required
- Help to escort students on educational visits and to participate in extra-curricular activities as required.
- Complete routine administrative tasks such as mailing, photocopying & filing under direction of Line Manager and/or Principal. Cover supervisor will be required to completed
- administrative tasks when not covering a class and will be directed to help where needed in the academy.
- Assist and support in curriculum areas as requested.
- Supervise after school and door duties
- Maybe required to assist during lunchtime.

**General:**

- The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.
- To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities.
- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies.
- Review and develop own professional practice, maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development.

- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.
- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy’s vision, values and aims and to abide by agreed professional behaviours and attitudes.

### Safeguarding Children

**Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.**

Other:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	

## Person Specification – Cover Supervisor

### Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

### Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document which accompanies this job description.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths at A*-C or level 2 equivalent</li> <li>• Experience of delivering lessons to a good standard within an educational establishment</li> <li>• Strong behavior management</li> <li>• Commitment to and or experience of working with children and young people</li> <li>• Commitment to ensuring access to the curriculum for all children</li> <li>• Ability to motivate and encourage children to meet their targets for learning and/or behaviour</li> <li>• Ability to write brief reports and keep records</li> <li>• Ability to show awareness to when it is appropriate to consult teachers about a child's behaviour or learning</li> </ul>	

	<ul style="list-style-type: none"> <li>• Understanding of the practical application of Equal Opportunities in a school context</li> <li>• Commitment to CPD</li> </ul>	
<b>Experience, Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of delivering lessons to a good standard within an educational establishment</li> <li>• Strong behavior management</li> <li>• Commitment to and or experience of working with children and young people</li> <li>• Commitment to ensuring access to the curriculum for all children</li> <li>• Ability to motivate and encourage children to meet their targets for learning and/or behaviour</li> <li>• Ability to write brief reports and keep records</li> <li>• Ability to show awareness to when it is appropriate to consult teachers about a child's behaviour or learning</li> <li>• Understanding of the practical application of Equal Opportunities in a school context</li> <li>• Commitment to CPD</li> </ul>	Experience of working in a academy setting
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good organisational skills, ability to show initiative</li> <li>• Good communication skills</li> <li>• Ability to work as part of a team</li> <li>• Ability to reflect</li> <li>• Ability to demonstrate patience with firmness.</li> <li>• Ability to form and maintain appropriate relationships and</li> </ul>	

	<p>personal boundaries with children and young people</p> <ul style="list-style-type: none"><li>• Emotional resilience in working in a range of challenging situations</li><li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li></ul>	
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