

# Job Description

<b>POST:</b>	Cover Supervision Manager
<b>RESPONSIBLE TO:</b>	Principal, under the day-to-day leadership and management of the Vice Principal
<b>RESPONSIBLE FOR:</b>	Cover Supervisors
<b>GRADE:</b>	NJC payscale point 11 - £21,166 pro rata (actual £18,000)
<b>KEY RELATIONSHIPS:</b>	Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.
<b>LOCATION:</b>	Oasis Academy Mayfield
<b>WORKING PATTERN:</b>	Term time, 37 Hours a Week. It is essential the successful candidate be available to start work at 7am

## **JOB PURPOSE:**

To supervise and co-ordinate the supervision of classes of teachers who may be in meetings; leading or participating in professional development or for a teacher who is absent due to illness.

## **RESPONSIBILITIES:**

- Arrange for cover supervision support for all lessons where teachers are absent.
- Liaise with supply staff agencies.
- Provide induction into academy policies and procedures to daily supply staff
- Liaise closely with the Subject Leaders and Leadership Team members when assigning classes.
- Deal with any immediate problems or emergencies according to the Academy's policies and procedures.
- Supervise classes or tutor groups of absent teachers.
- Ensure there is a prompt and orderly start to the lesson and students are dismissed according to the school policy.
- Explain clearly to students the work set by the teacher and to help students with organisation of resources
- Ensure the Behaviour Management Policy and Conduct are followed including rewards and sanctions.
- Complete a class register at the beginning of the lesson to be returned to the teacher with the work.
- Assist students in the organisation of their work and to ensure the equipment is there.
- Maintain the classroom conditions for the completion of the work as required by the class teacher.
- Collect in work at the end of the lesson and distribute it as required by the teacher.
- Oversee dismissal of students at the end of the school day in a designated area.
- Ensure that Data Protection regulations are adhered to, informing those in authority of any requests for information.
- Exercise responsibility under the Health and Safety Act as laid down and ensure all necessary records are accurate.

- Provide support in the classroom with a teacher or other activities around the school, school display and other administrative activities at times when no cover, supervision or invigilation is required.
- To carry out any additional or alternative duties, commensurate with the grade at the discretion of the Principal.

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.

**Oasis Community Learning is committed to safeguarding and promoting the welfare of young people. All staff and volunteers are expected to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.**

**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.**

## **Cover Supervision Manager Person Specification**

## Oasis Community Learning Ethos

- A passion to include everyone
- A desire to treat everyone equally, respecting differences
- A commitment to healthy and open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Academic qualifications to at least GCSE A* – C in English and Maths or ability to demonstrate literacy and numerical competency through proven experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Post 16 educational qualifications.</li> </ul>
<b>Experience, Qualifications &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Self-motivated and committed to self-development.</li> <li>• Experience within a workplace or other appropriate environment.</li> <li>• Awareness of the needs of a classroom environment.</li> <li>• Calm and adaptable with an ability to work within a flexible and busy environment</li> <li>• Ability to encourage learning and motivate young people in their studies by building positive relationships.</li> <li>• Good ICT skills including the ability to use e-mail and internet.</li> <li>• Good interpersonal skills with the ability to liaise effectively with other staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience relevant to the post e.g. successful experience of working in a school environment or with young people.</li> <li>• Evidence of having held a position of responsibility within a work place environment.</li> <li>• Experience of managing a team</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Willingness to undergo appropriate checks, including enhanced CRB checks.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos</li> </ul>	