

RIDGEWAY ACADEMY - JOB DESCRIPTION

Lead Cover Supervisor



Job Title:	Lead Cover Supervisor
Grade:	H6/7 depending on experience
Hours:	08:00am to 03:30pm, term time plus 5 days to include INSET days
Responsible to:	Operations Manager through Assistant Headteacher

Main Purpose of job:

- Supporting students through teaching and learning
- To supervise classes during the temporary absence of the assigned teacher
- To lead and line manage a team of Learning Supervisors

Main areas of responsibility

Learning supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and keep students on task. Learning Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development). Learning Supervisors will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.

In addition, you will be expected to provide:

- Additional in-class support to students' learning when not supervising whole classes
- Examination invigilation as required
- Cover for Form / tutorial time
- Lunchtime supervision and after school detention cover/homework club

Areas of responsibility:

- **Support for students**
 - Register students according to the school procedure
 - Supervise work that has been set by a teacher
 - Supervise students engaged in learning activities
 - Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment
 - Promote a positive learning culture, acting as a role model and setting high expectations of conduct and behaviour
 - Provide additional learning activities if work is complete before the session is finished
 - Promote the inclusion and acceptance of all students within the classroom
 - Keep students on task and respond to general queries
 - Work with small groups of students or individuals in classes/study
- **Support for teachers**
 - Provide objective and accurate feedback to the teacher of the conduct of the lesson/private study period
 - Consult with DoL if work is unclear/inadequate
 - Prepare emergency cover materials
 - Keep appropriate records as agreed with the teacher
 - Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
 - Collect completed work after the lesson and pass to the appropriate teacher
- **Support for the curriculum**
 - Support the use of ICT where appropriate
 - Make appropriate use of equipment and resources
- **Support for the school**
 - Be aware of, and comply with, policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to Line Manager
 - Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop
 - Participate in training and other learning activities as required

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- Support all Learning Supervisors in their professional development – ensuring attendance on coaching programme/behaviour management courses etc. as appropriate
- Liaise with Office Manager/Assistant Office Manager daily to ensure that all sessions are covered
- Attend relevant school meetings as required
- To respect confidentiality at all times

Person Specification:

- Responsible for safeguarding/protection of children within their setting
- Successful recent experience of working with children of relevant age
- Good general standard of education including good literacy and numeracy skills
- Basic knowledge of first aid
- Understanding of relevant policies/codes of practice/legislation
- Working knowledge of ICT to support learning
- Ability to apply behaviour management policies and strategies, which contribute to a purposeful learning environment
- Enthusiastic and passionate about students' learning
- Ability to work effectively as part of a team and contribute to group thinking, planning etc
- Effective time management
- To be flexible and adaptable
- Follow instructions accurately
- Use own initiative and work independently
- Excellent communication skills with adults and children, verbally and in writing
- Motivate, inspire and have high expectations of students
- Creative approach to problem solving
- Work calmly under pressure
- Committed to personal and professional development
- Ability to critically evaluate own performance
- Awareness of, and commitment to, equalities issues

Additional information

This is a key role within the school which is likely to involve access to highly confidential information and may occasionally require working with students across the school as required.

All staff are expected to comply with the school's safeguarding policy.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date