

Job Description Cover Supervisor

St Benets Trust and Harleston Sancroft Academy School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Headteacher/Head of Primary
Grade	Scale E (SCP 7-11)
Hours	
Location	Based at Harleston Sancroft Academy. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich St Benets Multi Academy Trust as needed.

Job Purpose

1. PURPOSE AND SCOPE

To cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep pupils on task while maintaining good order.

Cover supervisors can respond to general questions and provide general feedback to the teacher. The cover supervision role will normally include other activities, or be part of a wider role in the school, e.g. teaching assistant, administrative roles and/or supporting the pupil development team.

Duties and responsibilities

Support for pupils

1. Supervise pupils while they are engaged in learning activities and deal with immediate issues.
2. Manage pupils' behaviour within the ethos and behaviour policies of the school.
3. Set high expectations of conduct whilst acting as a role model.
4. Respond to pupil queries on procedures while keeping pupils on task.
5. Promote the inclusion and acceptance of all pupils within the classroom within the school's policies and procedures of equal opportunities.

Support for teachers

6. Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of pupils.
7. Collect and pass on any completed work.
8. Maintain and pass on any appropriate records as agreed beforehand with the teacher.
9. Provide support and assistance to teaching staff in large examinations or test groups.

Support to SEND

10. To support the SEND department as necessary, under the direction of the SENDCo.
11. To work with identified students either individually or within small groups, identified by the SENDCo to support individual needs.

Support for the school

12. Accompany groups of pupils on school trips ensuring their health and safety (to be at discretion of lead teacher).
13. Be aware of and comply with policies and procedures relating to safeguarding, equal opportunities, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person.
14. Participate in training and other learning activities as required.
15. Undertakes other similar duties and activities that fall within the grade and role of the post as directed by the Headteacher or line manager.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Learning Support Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

Special conditions of employment

<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Safeguarding and Promoting the Welfare of Children and Young People</p> <p>The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>



Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Continuous Professional Development

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Trust premises and those where Trust services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by:

Date:

