



# Magna Academy Poole

an Aspirations Academy

## Cover Supervisor

### Job Description

#### Main aspects of the role:

- Establish relationships with students, treat them consistently with respect and consideration, and be concerned for their progress during the period of supervision
- Undertake activities with whole classes or small groups ensuring their safety; and facilitating their physical, emotional and educational development.
- Take charge of a group or class of students in the absence of their usual teacher. Cover supervisors at this level are expected to cover short, unplanned and longer-term planned absences.
- Register attendance in accordance with academy policy.
- Inform students of the work set and ensure that the work is being completed.
- Supervise students engaged in learning activities that have been pre-prepared in accordance with academy policy.
- Act as a role model and set high standards and expectations of conduct and behaviour.
- Manage the behaviour of students whilst they are undertaking learning activities in order to ensure a constructive environment.
- Promote the inclusion and acceptance of all students in the classroom.
- Keep students on task and respond to general queries.
- Maintain a positive and calm learning environment.
- Liaise with appropriate Subject Leaders or other departmental colleagues about work set.
- Provide objective and accurate feedback to the teacher concerning the conduct of the session and the behaviour of students.
- Keep appropriate records as agreed with the teacher.
- Promote positive values and good behaviour; deal promptly with incidents in accordance with academy policy.
- Collect any completed work and return it to the teacher.
- Comply with all policies and procedures relating to child protection, equal opportunities, Health and Safety, security, confidentiality and data protection.
- Ensure all students have equal access to opportunities to learn and develop.
- Provide continuity for students until the usual class teacher returns.
- Attend relevant academy meetings as required.
- Participate in relevant training and development opportunities as required.
- Support the academy's fire and emergency procedures by being familiar with the instructions for staff and students, located in all of the teaching areas, and take appropriate action should the need arise.

- Retain the confidentiality of all aspects of academy life.
- Comply with all decisions, policies and standing orders of the academy and Aspirations Academies Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the academy's agreed procedure.
- Undertake such other duties as may be reasonably required appropriate for the level of the post.

## **Purpose:**

- Carry forward the Aspirations Academies Trust vision;
- Drive the continuous and consistent Aspirations Academies Trust-wide focus on raising achievement and improving student outcomes;
- Ensure the Aspirations framework is embodied in every aspect of the Academy;
- Supervise whole classes during the absence of teachers as part of an effective cover strategy, covering both planned and/or unplanned absence
- Work with whole classes or smaller groups
- Give instructions for the lesson as provided by a teacher
- Maintain good order and keep students on task

## **Responsible for:**

Students within the cover lesson.

## **Other Duties:**

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- Have regard for the need to safeguard students wellbeing in accordance with statutory provisions

## **General:**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **Conditions of Service**

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT.

### **Special Conditions of Service**

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

### **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.