



**CEDAR MOUNT ACADEMY  
COVER SUPERVISOR  
Grade 6 Scale 27-31**

Cover Supervisors, who report to the Cover Manager, are responsible for covering lessons due to the absence of colleagues and ensuring that these lessons are a well organised and relevant learning experience for all students.

All members of Academy staff are expected to be a professional and active member of the Academy community working as part of the team to raise standards, improve outcomes and opportunities for all students and promote a lifelong love of learning.

It is expected that all staff within two years of joining CMA will be operating at a minimum of good with outstanding features and working towards being outstanding in their specific role.

***Cedar Mount Academy is a member of the Bright Futures Educational Trust***

**Specific Responsibilities**

**1. Covering Lessons**

- To cover lessons for absent colleagues as directed by the Cover Manager, and when covering those lessons to:
  - Collect work set from the Head of Subject or Cover Manger.
  - Instruct students regarding the work left by their teacher.
  - Complete an accurate attendance register for the lesson.
  - Respond to students about the work that has been set and guide them to successfully complete the tasks set.
  - Provide students with the necessary resources for their learning.
  - Enable orderly entrance and exit of classrooms.
  - Promote the inclusion and acceptance of all students within the classroom.
  - Create a calm and purposeful environment in which pupils can complete work set by the classroom teacher and engender high expectations.
  - Follow Academy policies regarding conduct in and around the classroom including safeguarding, uniform, behaviour and rewards policies.
  - Deal with any immediate problems or emergencies according to the Academy's policies and procedures.
  - Report back, as appropriate, using the Academy's referral procedures on the behaviour of pupils during the class and any issues arising.
  - Collect any work completed after the lesson and return it to an agreed person/place.
  - Leave the room in good order at the end of the lesson.
- To communicate to colleagues on their return to work details of the work completed by the class and any issues arising from the lesson.
- If not covering a lesson for absent colleagues undertake support within a subject area or other area of the Academy as directed by the Cover manager.

## **2. General Responsibilities**

- To use initiative in time management to organise own workload in order to meet deadlines.
- To provide cover for other colleagues when required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as they arise.
- Be aware of and support difference to ensure equal opportunities for all.
- To attend and participate in relevant meetings as required.
- Help to identify own personal development needs

## **Other Expectations of all Academy Staff**

- To work professionally and effectively as part of a specific and wider Academy staff team.
- To be a positive professional role model for all students.
- Treat all students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to staffs professional position.
- Have regard for, and promote the need to, safeguard students' well-being, in accordance with statutory provisions and Academy policy.
- To be a form tutor or associate for tutor to an assigned group of students and carry out that role in line with Academy policy.
- To carry out supervision duties as directed in the Academy duty rota.
- Engage actively in the Academy performance management process.
- Engage actively in the Academy CPD program to develop skills and improve practice.
- Be familiar with, and follow, all Academy policy and practice to ensure a consistent high standard approach to all aspects of the Academy.
- Play a full part in the life of the Academy, to support its distinctive mission and ethos.
- Attend Academy events and activities as directed by the Principal.

## Person Specification – Cover Supervisor

	<i>Essential</i>	<i>Desirable</i>
<i>Relevant Experience, qualifications and training</i>	<p>Formal Qualifications a minimum of a C grade in both English and maths at GCSE</p> <p>Experience of following procedures and instructions</p> <p>Experience of working with young people in a secondary school.</p>	<p>Evidence of further education – ‘A’ levels or degree level</p> <p>To have led and managed a team of staff</p> <p>To have experience of liaising with external support agencies such as social services</p>
<i>Knowledge, skills, abilities</i>	<p>Very good oral and written communication skills.</p> <p>An enthusiasm for education and the ability to generate this in others.</p> <p>Ability and willingness to ensure good discipline and adherence to Academy rules.</p> <p>Ability to work as part of a team.</p> <p>Ability to be able to manage own workload and prioritise</p> <p>Good ICT skills.</p>	<p>Knowledge of VLE.</p> <p>Knowledge of SIM’s or similar</p>

<p><i>Others</i></p>	<p>A passionate commitment to develop the best in young people  Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work  Self motivation and drive to complete tasks to the required time scales and quality standards  Flexibility to adapt to changing workload demands  Personal commitment to the Academy’s professional standards and code of conduct  A commitment to further training and a willingness to participate in relevant CPD.  Willingness to be engaged in partnership and community activities  Commitment to the aims and ethos of the Academy.  A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour.</p>	
<p><i>Safeguarding</i></p>	<p>Willingness to consent to apply for an enhanced disclosure CRB check  Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.</p>	