**Trinity Academy Newcastle**

**Job Description**

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| **Job Title:** | | **Cover Supervisor** |
| **Grade:** | | **N6** |
| **Responsible To:** | | Head of School |
| **Responsible For:** | | N/A |
| **Key Relationships/**  **Liaison with:** | | Teachers, Other classroom support staff |
| **Job Purpose:** | | To provide supervision of classes across the curriculum in the event of the absence (planned or unplanned) of the teacher, ensuring that learners are engaged in pre-set work, managing learner behaviour and ensuring a safe environment. |
| **Occupational Standards:** | | Senior Teaching & Learning Support Practitioner |
| **MAIN DUTIES AND RESPONSIBILITIES:** | | |
| 1. | In the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in learning activity. | |
| 2. | To plan, prepare and deliver lessons and other learning activities to whole classes, groups of learners and individual learners under the general guidance of a qualified teacher. | |
| 3. | To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with trust policy. | |
| 4. | To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills. | |
| 5. | To use ICT/Digital Skills effectively to support learning activities and develop learners’ competence and independence in its use. | |
| 6. | To liaise with teachers / other relevant staff with regard to work set for a class, and ensure you are suitable equipped and informed to be able to effectively supervise the assigned lesson. | |
| 7. | To feedback to the class teacher on learner engagement in the set work and also on any issues that may have arisen during the covered lesson(s). | |
| 8. | To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher’s lesson plans. | |
| 9. | To support the maintenance of an activity bank, contributing general activities as appropriate, in order to ensure that learners are engaged in constructive activity. | |
| 10. | To contribute to the development and review of relevant policies (e.g. Behaviour Management,). | |
| 11. | In line with the school’s policies and procedures, use behaviour management strategies which contribute to a purposeful learning environment. | |
| 12. | To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team. | |
| 13. | To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences. | |
| 14. | To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment. | |
| 15. | To undertake planned supervision of learners’ out of school hours learning activities and supervise learners on visits and trips. | |
| 16. | To invigilate internal and external tests and examinations under formal conditions. | |
| 17. | When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled/ qualified. | |
| 18. | To attend meetings and engage in development activities/training as required by the school. | |
| 19. | To promote and implement the school’s Equality Policy in all aspects of employment and service delivery. | |
| 20. | To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school’s policies and procedures. | |

The postholder will have responsibility for promoting and safeguarding the welfare of the children and young people s/he is responsible for, or comes into contact with.

As an employee of Trinity Academy Newcastle Multi Academy Trust, you may be required to work at any organisation within the Trust.