



HARLESTON SANCROFT
ACADEMY

Headteacher: Mr Rob Connelly BSc. (Hons)
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 Diocese of Norwich
St Benet's
Multi Academy Trust

Job Title	Cover Supervisor
Department	Classroom Support
Location	The Harleston Sancroft Academy
Scale	E (SCP scale 7-11)
Salary	£22,369 – 24,054 pro rata (actual salary £16,828 - £18,096)
Responsible to	Head of School
Responsible for	N/A
Effective Date	September 2023

Role and Context	
Job Purpose	<p>To supervise whole classes 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.</p> <p>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.</p>

Principal Accountabilities

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 behavioural 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.

Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

	Essential	Desirable
Qualifications	Good Literacy and Numeracy skills and to NVQ 3 level	Good general level of education.
Experience	Experience of working in a support capacity in a school with pupils of relevant age or in an appropriate learning environment.	
Skills/Knowledge	<p>Working knowledge and skills of ICT to support learning (highly desirable);</p> <p>Understanding of relevant policies and procedures;</p> <p>Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment;</p> <p>Ability to encourage pupils to learn using pre-set material;</p> <p>Ability to undertake varied duties;</p> <p>Ability to work under direction of different people and as part of a team;</p> <p>Good communication skills with people at all levels;</p>	Basic knowledge of first aid;

	<p>Able to organise own workload in the context of varied tasks;</p> <p>Ability to critically evaluate own performance and make any necessary changes to be more effective.</p>	
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General Information

- The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant Trust, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person-specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.
- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for all employees and volunteers. We are a no smoking site.