Job description

Cover Supervisor

Overview of the role:
The role of the Cover Supervisor is pivotal in maintaining educational continuity within the academy, as a familiar and trusted adult to students. The role will cover classes during both planned and unplanned teacher absences, providing essential support across all subjects, ensuring students' learning progresses uninterrupted. By ensuring the classroom is a calm and focused environment, they contribute significantly to student achievement and advancement. This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:
Cover supervision • Deliver pre-prepared lesson materials left by the class teacher, explaining the tasks to students, answering questions and providing guidance as needed. • Supervise lessons in the absence of the class teacher, ensuring that students remain on task, complete the work to the best of their ability and behave appropriately. • Provide additional support to SEND students who need assistance with understanding the assigned tasks or concepts, liaising with the SENDCO and the form tutor in relation to these students if needed. • Ensure that targets outlined in a student's EHCP and/or Individual Education Plan (IEP) are pursued. • Maintain a positive and orderly learning environment, managing behaviour using a variety of strategies, including rewards and sanctions, as per the academy behaviour policy. • Support students' use of ICT, equipment and resources where appropriate, ensuring students use this safely. • Take reasonable care of departmental resources and account for any equipment used. • Collect completed work after the lesson and return it to the class teacher. • Provide feedback to the class teacher on student behaviour, progress and any issues that arise in the lesson. • Liaise with either the form tutor or pastoral leader if any student pastoral issues arise. • Complete attendance registers for cover lessons and ensure absences are accurately recorded. **Wider academy duties** • Supervise students during breaks and lunchtimes, when required, ensuring they remain safe and behave appropriately. • Undertake other duties and training provided they are consistent with the nature of the post e.g. homework club, student supervision. • Participate in training and professional development sessions and relevant meetings before and after lesson time to enhance skills and knowledge.

Other clauses:
1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent,

honest and ethical in the performance of duties and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.

2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

Safeguarding:
At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, Equity, Diversity and Inclusion:
At Lift Schools, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience	
Essential • L2 qualifications - GCSE Maths and English (Grade 4) or equivalent. • L3 qualifications - A levels or equivalent. • Experience of working with children and young people.	**Desirable** • A university degree • PGCE. • Experience of working in the education sector, in a similar role.
Knowledge and skills	
Essential • Knowledge of a range of strategies to deal with whole-class behaviour and individual behavioural needs. • Ability to maintain confidentiality and handle matters with sensitivity and discretion.	**Desirable** • IT literacy with Google Workspace. • Knowledge of Arbor, the Management Information System (MIS).

• Ability to build positive relationships with all students. • Ability to communicate clearly and effectively with students, staff, and sometimes parents. • Work effectively as part of a team with teaching and pastoral staff.	
Leadership skills	
Essential • Good communication and interpersonal skills. • An effective and trusted team member, who contributes positively and provides mutual support when needed. • Able to plan and prioritise own workload and manage conflicting demands. • Commitment to own professional development.	**Desirable** • N/A
Personal attributes and behaviours	
Essential • Adaptability to quickly adjust to different teaching environments, subjects and age groups. • Flexibility to be able to handle unexpected situations, changes in schedule, or last-minute adjustments to lesson plans. • Patience in interactions with a variety of students and situations, with a calm demeanour. • Empathy to understand the needs and challenges of students and being able to relate to them on a personal level. • Resilience to manage challenging behaviour or difficult situations with professionalism.	**Desirable** • Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: ○ Share ideas early, often and honestly ○ Embrace constructive disagreement ○ Value ideas, not ego ○ Be curious and open to new ideas ○ Focus on facts and reason
Special requirements	
• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check. • Right to work in the UK. • Evidence of a commitment to promoting the welfare and safeguarding of children and young people. • Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.	