

1.1 Post Title: Cover Supervisor**Responsible to:** SLT**Grade:** Grade 9, Pt 23-26 (38 weeks plus 5 inset days)**Accountabilities:**

- The nature of this job will require flexibility to meet urgent work needs as they arise. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the base and in keeping with the general profile of the post.
- A review of this job description will be carried out as part of the annual appraisal process.

Job Purpose:

- To follow Radcliffe Academy & Meadowbrook College procedures in safeguarding and child protection
- To provide cover and release for teachers and support staff across the college

Main Duties

- To delivering lessons to cover teacher absence
- To support in classes when support staff are absence
- To liaise with teaching staff with regard to work set for a class;
- To manage the behaviour of students to ensure a safe and inspiring learning environment
- To collect any completed work and resources after the lesson and returning them to the appropriate teacher
- To work alongside teachers and support staff to ensure a positive environment for all pupils
- To be able to adapt planned lessons to meet the needs of the students
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Undertake pupils' record keeping as requested.
- Be aware of and comply with school policies and procedures, in particular those relating to Health & Safety, Safeguarding, and Security.
- Participate in training relevant to the needs of the post and the school.

1.4 Specific duties/responsibilities:

- To support pupils emotional well-being and ensure all safeguarding procedures are in place
- To act as a positive role model and encourage positive behaviour and thinking in all students
- To attend all staff meeting/briefings, training sessions and other meetings as identified
- To undertake any other duties commensurate with the post
- To fulfil all health and safety responsibilities as identified in Meadowbrook H&S Policy
- To participate in the Meadowbrook College Performance Management Scheme
- To actively promote Meadowbrook restorative principles and practices

Cover Supervisor
Person Specification

	Essential	Desirable
Experience		
Experience of working with children and or young people in either youth work or school settings	✓	
Experience of working with disaffected challenging and vulnerable young people	✓	
Experience of planning and delivering sessions in a small group or 1:1 basis	✓	
Knowledge		
Knowledge of computer functions and word processing	✓	
Knowledge of restorative approaches		✓
Understand the importance of positive role modelling	✓	
Skills/Abilities		
Ability to build positive relationships with young people, their parents and work closely with individuals and organisations	✓	
Ability to resolve problems fairly and without prejudice and recognise discrimination in its many forms	✓	
Ability to work as a team member with a structured, organised approach to work	✓	
Ability to employ strategies to improve a young person's self-esteem and self-worth through a co-ordinated programme	✓	
Committed to safeguarding, child protection and promoting the welfare of children and young people	✓	
Ability to use initiative in planning structured, varied and interesting sessions that will encourage pupils to enjoy and achieve	✓	
Qualities		
Math and English GCSE or equivalent qualifications (Grade 4 or Functional skills L2)	✓	
Achievement of, or working towards a recognised teaching, youth work and/or NVQ Level 2 (or equivalent) coaching qualification		✓
Current Driving License and a willingness to use your own car.	✓	