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| **HAYBROOK COLLEGE TRUST**  **JOB DESCRIPTION: COVER SUPERVISOR (LEVEL 4)** | |
| **Responsible to:** | Head of Centre |
| **Main purpose of the job:** | |
| Support the learning, achievement and development of pupils with Social, Emotional and Mental Health difficulties (SEMH) under the direction of the Head of Centre at Haybrook College, and take responsibility for a specific area or in the Centre and by negotiation with the Head of Centre. | |
| **Main job functions. The post holder will effectively:** | |
| To fulfil all the duties as set out in the Job Description of a Cover Supervisor to ensure that day to lesson cover is maintained. | |
| **Responsibilities:** | |
| Under the direction of the Head of Centre, the Cover Supervisor will:  **Support Pupils**   1. Organise and maintain the learning environment and take responsibility for aspects of class organisation, administration and display. 2. Support pupils learning in the classroom as directed by the Head of Centre. 3. Support the collection and maintenance of data measuring pupil behaviour, attendance and academic achievement as required. 4. Organise and accompany pupils during off-site activities in accordance with the College’s system of supervision. 5. Establish productive working relationships with pupils. 6. Promote the inclusion and acceptance of all pupils within the class. 7. Support pupils consistently whilst recognising and responding to their individual needs. 8. Encourage pupils to interact and work cooperatively with others and assist the teacher to ensure all pupils are engaged in activities. 9. Promote independence and support strategies to recognise and reward pupils’ achievement of self-reliance. 10. Provide consistent constructive feedback to pupils. 11. Support the management of challenging behaviours of pupils.   **Support Teachers**   1. Organise and manage an appropriate learning environment and resources. 2. Support the support teachers and/or Centre Manager and staff in the smooth day to day running of the centre. 3. Support teachers/trainers to lead sessions by ensuring pupils remain focussed on learning and through maintaining positive pupil behaviour. 4. Within the College’s agreed system of supervision, support challenging teaching and learning activities. 5. Support the teacher to write and implement Individual Action Plans or individual work, Risk Assessment and reports. 6. Monitor and evaluate pupil responses to learning activities by using a range of assessments against the learning objectives. 7. Manage pupils’ behaviour constructively, promoting their self-control and independence. 8. Provide constructive feedback on pupil progress during meetings with parents and other professionals. 9. Support the organisation, monitoring and evaluation of all sporting and extra-curricular activities as appropriate. 10. Take part in the target setting process.   **Support the Curriculum**   1. Use ICT effectively to support learning activities. 2. Support with preparation of additional resources as directed by the teacher.   **General duties**   1. Be aware of and respect all children’s religious beliefs and cultures. 2. Supervise children with vigilance at all break times. 3. Maintain confidentiality and professional conduct at all times. 4. Support, promote and comply with decisions and policies agreed by the SLT and the local governing body. 5. Actively organise and participate in activities connected with the appropriate centre. 6. Develop effective working relationships with professional colleagues, and always maintain appropriate professional boundaries in relationships with children and work colleagues. 7. Develop own professional knowledge, skills and understanding through active participation at meetings and training. | |
| **Additional Job Functions** | |
| The Cover Supervisor will:   1. Compile subject resource banks for each KS3 curriculum area for emergency cover 2. Liaise with all subject staff and ensure that curriculum maps are followed. 3. Cover teacher to be familiar with topics being taught each half term, in line with curriculum maps and schemes of work 4. Liaise with staff when known absences are imminent so that cover work and resources are left and ready to utilize to full effect 5. Deliver quality lessons across a range of subjects with the support of the mentoring team 6. Liaise with the Head of Centre each morning to discuss and plan the schedule of work for the day | |
| **Safeguarding Children** | |
| In accordance with the Trust’s commitment to follow and adhere to the Department for Education’s guidance entitled "Keeping Children Safe in Education " and “Safeguarding Children and Young People and Young Vulnerable Adults Policy” and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.  You are also required to know and comply with the most recent version of the DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People.’ You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times. | |
| **Confidentiality** | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Haybrook College and the Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so. | |
| **Data Protection** | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of GDPR and the Data Protection Act 1984 and are properly applied to pupil, staff and Trust business/information. | |
| **Freedom of Information** | |
| The post holder must be aware that the public could, in theory, request any information held by the Trust, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies and procedures. | |
| **Smoking / Intoxicants Policy** | |
| No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Haybrook College. No smoking or intoxicants are permitted in any Trust vehicles or in any vehicle parked on any Trust premises. Smoking of any product and the consumption of alcohol are strictly forbidden. | |