



## North Halifax Grammar School Academy Trust

### Cover Supervisor Job Description

<b>Salary</b>	NJC Scale 4 Point 7 to 11 - £17,902 to £19,081 (£25,584 to £27,269 FTE)
<b>Hours of work</b>	30 hours per week - 8am to 3pm (Monday to Friday) Term time only
<b>Tenure</b>	Temporary from 3 <sup>rd</sup> March 2025
<b>Responsible to</b>	Personnel Officer and Assistant Headteacher

#### Main Purpose of the Role:

- To supervise whole classes during short-term absences of teachers, helping to facilitate learning.
- To provide administrative support for the Academy when not required for cover for classes or invigilation.
- To contribute to the overall work and ethos of North Halifax Grammar School.
- To respect the confidentiality of the Academy and its students.

#### Key Responsibilities for supervision of students:

- To register and record student attendance at the start of lessons.
- To review cover work provided from the absent teacher in advance of lessons.
- To instruct students regarding the work left by their teacher.
- To promote inclusion and acceptance of all students in the classroom.
- To manage the classroom by:
  - enabling orderly entrance and exit of the classroom;
  - creating a calm and purposeful environment for students to work in;
  - providing necessary resources in the classroom including support in using basic ICT; and
  - leaving the classroom presentable and ready for the next lesson.
- To follow Academy systems and procedures on Behaviour for Learning and reporting any issues arising in line with procedure.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To be aware of any students' specific needs or vulnerabilities as identified in Edulink and OPPs.

#### Key Responsibilities for support of the Academy:

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To assist with the invigilation and support for students in any examinations as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To accompany teaching staff and students on visits, trips and out-of-school activities as required.
- To provide administration support to the Academy as directed by your Line Manager.



**Note:**

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities and activities relating to the general administration and control of the school, as may reasonably be required.



Attributes	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths at Grade 4 or C or above.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of commitment to continuing professional development.</li> <li>A willingness to develop new skills.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a school or academy.</li> <li>Ability to lead pre-planned lessons in a supportive and purposeful environment.</li> <li>Experience of building relationships with young people and encouraging the development of a 'can do' attitude.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with students in a secondary and post 16 school environment.</li> <li>Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>The ability to be calm and patient whilst working with students as a whole class or on a 1:1.</li> <li>Good communication skills, both verbal and written.</li> <li>The ability to react in a positive manner to difficult situations which may arise amongst students.</li> <li>Excellent time management, organisational and administrative skills.</li> <li>Confident use of IT.</li> </ul>	<ul style="list-style-type: none"> <li>Confident in using SIMs/Edulink, google drive, google classroom.</li> <li>Confident in using classroom equipment e.g. projectors.</li> <li>Ability to encourage the inclusion of students with emotional, learning or behavioural difficulties in a school and classroom setting.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to work constructively as part of a team and as an individual.</li> <li>Adaptable and flexible.</li> <li>Able to prioritise and use initiative.</li> <li>Professional and responsive attitude and behaviour towards colleagues, students and external agencies.</li> <li>Ability to motivate and develop self.</li> <li>A commitment to safeguarding and promoting the welfare of children and young people.</li> <li>A commitment to the Academy Trust's vision, values, aims and its objectives.</li> <li>A commitment to the Academy Trust's Respect Charter.</li> <li>Understand and respect the principles of confidentiality.</li> </ul>	