

**The Roseland Multi-Academy Trust**  
**JOB DESCRIPTION**

<b>Job Title:</b>	Quality Centralised Cover Supervisor
<b>Grade:</b>	H (Points 1-6) Salary paid for 44.6 weeks per year
<b>Employment:</b>	Term time (38 weeks) plus 5 additional days (part-time or full time).  School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Chief Executive Officer
<b>Responsible to:</b>	Chief Executive Officer/Executive Leadership Team/Chief Financial Officer/HR Manager/ Chair of the Trust Board
<b>Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	Staff in Trust schools including Headteachers, Leadership Team, teachers, support staff.

**The Roseland Multi Academy Trust – Mission, Vision & Values**

**Mission:**

The Roseland Trust provides outstanding education for our communities, where everyone succeeds.

**Vision:**

To inspire a love of learning within environments that are happy, respectful and challenging, where everyone feels valued and able to reach their full potential.

**Values:**

Kindness, Ambition, Responsibility.

Our mission, vision and values underpin our high expectations and inspire all our staff to provide outstanding opportunities for our children in order for them to reach the highest possible levels of attainment and achievement.

### **Main Purpose of the Role:**

The post holder is crucial in maintaining the continuity of education during the absence of regular member(s) of teaching staff. You will be responsible for delivering cover to a number of classes in a communal space, for example lecture theatre or library, that would accommodate up to four classes at a time. You will ensure that students are settled and working in a calm and purposeful learning environment in line with the Trust's vision.

The post holder will coordinate and quality assure the delivery of cover. They will be able to resolve day-to-day problems independently and demonstrate and develop professional practice to meet the changing demands of the role.

### **Duties and Responsibilities**

1. To lead in your role, creating a stimulating and safe learning environment for the delivery of cover lessons.
2. Effectively supervise and manage a communal room of students from one class and up to four classes, during the absence of the regular teacher(s).
3. To support key staff in the coordination of centralised cover delivery, resulting in the use of less external supply.
4. Establish and maintain a purposeful working atmosphere, ensuring the learning environment is set up with tidy desks, the 'communal cover slide' is displayed before a lesson starts and that students' work is ready and accessible.
5. During lessons, ensure students remain on task, completing pre-set work and maintain a positive learning environment. Assess and record the progress of students' learning to inform next steps and monitor progress.
6. Successfully deploy a wide range of effective behaviour management strategies. Be equipped to address any immediate behavioural issues in accordance with the relevant school's Behaviour policy.
7. Support students with their work and respond to any questions or issues that arise. Encourage students to respond to feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
8. Ensure the safety and wellbeing of all students. Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the learning environment.
9. Take registers and report any absences or incidents to the appropriate staff member(s).
10. Issue praise and sanctions utilising the school's system.
11. Be flexible with regards to the number of classes, number of different year groups, and students' needs, depending on need and amount of cover.
12. Be adaptable in the use of paper-based, computerised or online resources.
13. Maintain clear and open communications with all staff and the Leadership Team.
14. Maintain own continuing professional development, keeping up to date with teaching and learning developments.
15. Promote effective, open and honest working relationships with all colleagues across the Trust to promote an effective employee relations environment within the Trust.
16. Act in such a way that at all times the health and well-being of children and vulnerable adults is safeguarded.
17. Be familiar with and actively promote the safeguarding and child protection policies of the Trust, completing all essential/mandatory training in this area and adhere to applicable rules, regulations, legislation, policies and procedures within the Trust including health and safety, equality and diversity and data protection.
18. Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours.
19. Support less experienced or newly appointed colleagues to ensure an appropriate quality of service delivery.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

### PERSON SPECIFICATION

<p><b><u>Relevant Experience</u></b></p>	<ul style="list-style-type: none"> <li>● Experience of working with young people.</li> <li>● Able to complete tasks without the need for prompting or supervision, meeting deadlines as appropriate.</li> <li>● Can demonstrate resilience against challenges and obstacles.</li> </ul>
<p><b><u>Education &amp; Training</u></b></p>	<ul style="list-style-type: none"> <li>● Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English.</li> </ul>
<p><b><u>Special Knowledge &amp; Skills</u></b></p>	<ul style="list-style-type: none"> <li>● Driving license to allow cross-site working (desirable).</li> <li>● Able to work and communicate effectively with all stakeholders.</li> <li>● Excellent IT skills including Microsoft and Google-Suite.</li> <li>● Working on own initiative and making judgements within the defined boundaries of the role.</li> <li>● Good standard of written communication, able to write fluently and concisely with attention to detail.</li> </ul>
<p><b><u>Personal Attributes</u></b></p>	<ul style="list-style-type: none"> <li>● Drive and determination.</li> <li>● Attention to detail to ensure high quality outcomes.</li> <li>● A 'can do' and flexible approach with ability to positively adapt to changing priorities.</li> <li>● Proactive, self-motivated, organised, meticulous and enthusiastic.</li> <li>● Ability to work under pressure and independently with minimal instruction.</li> <li>● Good communicator with good judgement in a variety of situations.</li> <li>● Empathy with young people.</li> <li>● Innovative and forward-thinking.</li> <li>● Team player.</li> </ul>