

Job Outline and Person Specification

Position Title	Cover Supervisor		
Location	Tavistock College		
Reporting to	Assistant Principal, Director of English and Mathematics		
Hours	27.74 hours per week, 39 weeks per annum		
Work Pattern	Monday to Friday term time only		
Grade / Salary	Grade D actual annual salary £12,444		
Organisation	The Dartmoor Multi Academy Trust		
Effective date of JD	July 2019	JE Job Number	G-0

There are 16 schools within The Dartmoor Multi Academy Trust. The schools in The Dartmoor Federation cluster of schools are Okehampton College, Boasley Cross, Bridestowe, Exbourne Church of England, Highampton, Lydford, Northlew and Parochial Church of England Primary Schools.

Your main place of work will be Tavistock College but you may be required to work across all the schools within The Dartmoor Multi-Academy Trust at any time as directed by the Executive Team.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

The purpose of the role is to work as part of the college cover team, supervising lessons in the absence of the teacher to enable consistency in their learning. The role will work across a range of subjects as directed and, in addition, may also involve acting as support during lessons, such as working with small groups or providing one to one support for students that need additional curriculum intervention.

Main Duties and Responsibilities:

- To undertake whole class supervision in the absence of the class teacher, using work prepared by the teacher.
- Liaising with teaching staff about the work set for a class.
- To develop knowledge of curriculum areas as required by the college.
- To consistently apply the college's Behaviour Policy and report any difficulties to the class teacher/head of faculty/head of year.
- Managing the behaviour of students to ensure a constructive environment whilst undertaking their learning.
- Deal with any immediate problems or emergencies in accordance with the college's policies and procedures.
- Collect any completed work and resources after the lesson and return them to the teacher.

- To set homework prepared by the teacher.
- To supervise and direct the work of teaching assistants within classes where you are supervising.
- Work as an integral part of the college staff, within the cover team.
- Report back, as appropriate, on the behaviour of students during the class, and any other issues arising.
- Support students with one to one and small group work as directed by cover manager or line manager.
- To undertake professional development and training.
- To accompany students on trips, visits and other educational activities where applicable.
- To undertake duties as part of the college's duty system (including break).
- Invigilate internal and/or external examinations when required.

Data Protection / General Data Protection Regulations (GDPR)

The Privacy Notice sets out our general principles in relation to Data Protection and the General Data Protection Regulations.

You should also abide by all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data you see prior to your first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers' contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Qualifications and Education	<ul style="list-style-type: none"> ◦ Evidence of significant continued professional development ◦ A GCSE grade C or level 2 equivalent in Maths and English 	<ul style="list-style-type: none"> ◦ Suitable degree 	<ul style="list-style-type: none"> ◦ Application
Knowledge and Experience	<ul style="list-style-type: none"> ◦ Evidence of working with young people ◦ Experience with education or youth work ◦ Leading or managing a team 	<ul style="list-style-type: none"> ◦ Ability to use information technology to enhance teaching, including interactive whiteboards, digital photography, video cameras and lap tops ◦ To have worked with the 	<ul style="list-style-type: none"> ◦ Application ◦ Interview ◦ Assessment

	<ul style="list-style-type: none"> ◦ Creative and innovative approach to leading classroom practice ◦ Some knowledge and understanding of the effective use of data to support learning. 	coaching model through mutual observations <ul style="list-style-type: none"> ◦ Mentoring experience ◦ Small group work or intervention experience. 	
Practical Skills and Personal Qualities	<ul style="list-style-type: none"> ◦ Motivated and committed to improving learning experiences for young people ◦ Effective interpersonal skills and communication to develop sound relationships with staff ◦ Ability to manage time, self-manage and organise yourself ◦ Ability to inspire young people about learning 	<ul style="list-style-type: none"> ◦ Able to promote learning and enhance skills beyond the curriculum and classroom ◦ Desire for promotion and further professional development to support this ◦ Ability to promote good teaching and learning across the learning community 	<ul style="list-style-type: none"> ◦ Application ◦ Interview ◦ Assessment
Equal Opportunities	<ul style="list-style-type: none"> ◦ The Dartmoor Multi Academy Trust is an Equal Opportunities Employer 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).