

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	Cover Supervisor
Post Holder:	
Job Purpose and General Duties:	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people and the community</p> <p>To cover lessons in the absence of the teacher. In addition, to work collaboratively alongside other classroom practitioners to maximize student progress and develop professional practice. To undertake other tasks to help the smooth running of the school such as supporting Curriculum Area or Subjects Leads within their departments, help manage the Alternative Learning Centre etc.</p> <p>Classroom cover</p> <ol style="list-style-type: none"> 1. Create a positive working environment so that the learners can be engaged in the work set for them by their classroom teacher, or set by the person responsible. 2. Seat students according to available seating plans. Update the attendance registers in SIMS and any other records as required. 3. Explain the task and activities clearly to the learners, having regard to any health and safety issues that may arise (for example with the use of equipment). Provide further explanations as needed and clarify instructions and ideas as appropriate. 4. Understand and use the Behaviour for Learning strategies to manage learner behaviour. 5. Deal with any immediate problems or emergencies in accordance with the academy procedures and policies. 6. Collect completed work and equipment at the end of the lesson and return it to the appropriate teacher/place as required. 7. Dismiss classes/individuals in line with school procedures <p>Supporting other learning</p> <ol style="list-style-type: none"> 1. Develop your own knowledge and skills by working collaboratively with other classroom practitioners across a range of subjects, to support learning and develop effective classroom-based intervention strategies. 2. Help supervise learners taking examinations and assist with organised events such as Sports Day, field work and other school trips and after school events as required. <p>Whole school support</p> <ol style="list-style-type: none"> 1. Assist with student supervision at break-time when on rota. 2. Contribute to the running of school clubs or supervise students. 3. Proactively be present around the school, particularly at the start of lessons when not directed to other duties, in order to redirect any students who are not in lessons without good reason. 4. Assist with uniform checks etc

	<p>Administration</p> <ol style="list-style-type: none"> 1. Support academy administration and student support staff when requested or when not allocated to other duties <p>Other</p> <ol style="list-style-type: none"> 1. Ensure that Health and Safety Regulations are complied with. Comply with school policies for example Safeguarding, Data Protection and e-safety. 2. Ensure that confidentiality is observed at all times. 3. This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemised. The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training may be given to help the postholder undertake this new/varied work. <p>This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
Reporting to:	Vice Principal, Head of Administration Services
Liaising with:	ALT, Head of Administrative Services, staff, students and parents/guardians/carers
Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	
Disclosure Level:	Enhanced
<p style="text-align: center;">Section Two Professional Duties and Responsibilities</p>	
Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.
Self Development	To continually seek development opportunities to improve personal performance
Attitude	<p>To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile</p> <p>Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes</p> <p>Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively.</p>

Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.