



JOB DESCRIPTION

INTRODUCTION

NAME OF POST HOLDER:

Post Title: ECT - Cover Supervisor

Post Purpose: To provide effective classroom supervision across secondary schools within Shires Multi Academy Trust in the absence of the class teacher, ensuring students remain engaged in learning and maintaining a positive, productive classroom environment.

Location: Across secondary schools within Shires Multi Academy Trust (Studley High School, Ridgeway Secondary School and North Bromsgrove High School)

Reporting to: Deputy Headteacher / Senior Leadership Team

Liaising with: Leadership team, teaching staff, support staff, and students across all Trust schools

Working Time: 30 hours per week, term time only plus INSET days, 5 days per week, term time only

Salary/Grade: Scale Point 14 – £29,540 pro rata (Actual salary £20,693.25). Additional teaching (within subject specialism) paid at applicable Teacher Pay Scale

Disclosure level Enhanced

JOB CONTEXT

Shires Multi Academy Trust is committed to providing high-quality education in a supportive and inclusive environment. This role provides an excellent opportunity for an Early Career Teacher (ECT) to gain valuable experience across multiple schools, developing classroom practice and contributing to student success.

RESPONSIBILITIES

Classroom cover

- Deliver pre-planned lessons in the absence of the class teacher across a range of subjects and schools
- Supervise students' work in line with Trust and school policies
- Manage behaviour effectively to ensure a constructive learning environment
- Respond to student queries regarding tasks and expectations
- Collect completed work and return to teaching staff
- Provide feedback to teaching staff on student engagement, behaviour and learning



Teaching (Where Applicable)

- Deliver lessons within your subject specialism where required
- Plan and adapt lessons in line with curriculum expectations when teaching
- Assess and monitor student progress where appropriate

Behavioural and Pastoral

- Promote positive behaviour and uphold high expectations across all settings
- Address incidents of bullying, discrimination or poor conduct in line with policies
- Support the wellbeing, safety and inclusion of all students
- Build positive relationships with students to support engagement and learning

Professional Contribution

- Contribute to the ethos and wider life of the Trust and its schools
- Attend meetings, training and INSET days as required
- Engage in ongoing professional development, particularly as an Early Career Teacher
- Work collaboratively with colleagues across schools

COMMUNICATIONS & LIAISON

- Communicate effectively with staff across all Trust schools
- Provide clear and professional feedback to teachers following cover lessons
- Maintain appropriate records in line with school procedures.

TRUST ETHOS

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support actively the Trust corporate policies.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate
- To comply with the Trust GDPR policy
- To comply with the Trust Staff Code of Conduct

COMMITMENT TO SAFEGUARDING CHILDREN

Shires Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility, and all staff, volunteers and adults working in or on behalf of the school are expected to share this commitment and act in the best interests of children at all times.

The postholder will be expected to:

- promote and safeguard the welfare of all children and young people who they are responsible for, or come into contact with, in line with statutory guidance, including Keeping Children Safe in Education, Working Together to Safeguard Children, the school's Child Protection and Safeguarding Policy, Staff Code of Conduct, Behaviour Policy, Online Safety Policy and all relevant school procedures;
- provide a safe, respectful and supportive environment in which children can learn, feel secure, and are able to raise concerns, knowing they will be listened to, taken seriously and supported;
- remain vigilant to the signs and indicators of abuse, neglect, exploitation and harm, including online harm, child-on-child abuse, sexual violence and sexual harassment, radicalisation, mental health concerns, children missing from education, and any wider contextual safeguarding risks;
- identify concerns early, exercise professional curiosity, and take timely and appropriate action where a child may need early help, protection or additional support;



- report any safeguarding or child protection concerns promptly to the Designated Safeguarding Lead, or a Deputy Designated Safeguarding Lead, in accordance with school procedures, ensuring that concerns are recorded clearly, accurately, factually and confidentially;
- understand that concerns about the conduct of staff, supply staff, volunteers, contractors or any adult working in or on behalf of the school must be reported in line with the school's allegations and low-level concerns procedures. Concerns about staff should normally be reported to the Headteacher; concerns about the Headteacher should be reported to the Chair of Governors or Trust, as set out in school policy;
- maintain appropriate professional boundaries with students and uphold the highest standards of personal and professional conduct, including online conduct, in accordance with the Staff Code of Conduct and safer working practice expectations;
- complete all required safeguarding and child protection training, including online safety, filtering and monitoring, Prevent and any role-specific training, and take personal responsibility for keeping safeguarding knowledge up to date;
- understand and follow the school's procedures for information sharing, confidentiality, record keeping, referrals to external agencies, managing disclosures, and supporting children following a safeguarding concern;
- contribute to a culture of openness, vigilance, transparency and professional challenge, where safeguarding concerns, including low-level concerns, are shared responsibly and acted upon appropriately;
- support the school's safer recruitment culture by understanding that safeguarding checks, references, identity checks, online searches where appropriate, and ongoing vigilance form part of the school's approach to preventing unsuitable adults from working with children;
- act at all times in a way that prioritises the safety, welfare, dignity and best interests of children and young people.

EQUALITIES

- To understand and comply with the Equal Opportunities Policy.
- The Trust is committed to the promotion of equal opportunities and diversity.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

SIGNATURES

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Special Requirements:

An enhanced Disclosure and Barring Service (DBS) check and references will be requested in the event of a successful applicant. Where applicable, a prohibition from teaching check will also be completed.

Signed
[Associate Staff]

Signed
(Headteacher)

Dated

Dated



PERSON SPECIFICATION (SUMMARY)

Essential

- Qualified Teacher Status (QTS)
- Strong classroom management skills
- Ability to engage and motivate young people
- Flexible and adaptable approach to working across multiple schools
- Commitment to student achievement and wellbeing

Desirable

- Early Career Teacher (ECT)
- Subject specialism
- Experience working in a secondary school environment

SAFEGUARDING & COMPLIANCE

Shires Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff must share this commitment. This post is subject to:

- Enhanced DBS check
- Online due diligence checks in line with Keeping Children Safe in Education

NOTE

This job description reflects the main duties of the role. It is not exhaustive and may be reviewed in line with organisational needs.