

POST TITLE: Cover Supervisor	GRADE: 6
RESPONSIBLE TO: Assistant Headteacher	

Responsible for:

No direct reports

Purpose of role:

To work under the guidance of Assistant Headteacher and in liaison with administration support and teaching staff to support student learning in and out of the classroom.

To supervisor whole classes during the short-term absence of teachers to maintain good order, to keep students on track, to respond to questions and generally assist students to undertake set activities.

This role may be undertaken in either a classroom or in a purpose-built facility, IT rich room, whereby multiple classes are covered at the same time by the cover supervisor.

Principle Accountabilities:

Support for students:

- To support students of all ages and abilities by offering advice and guidance to ensure their work is of a high standard and ensure they are provided with the necessary resources to support their learning.
- To promote the inclusion and acceptance of all students within the classroom.
- To encourage students to interact and work cooperatively with others and engage all students in activities.
- To register and record student attendance in lessons.
- Work with students who may need individual support under the direction of the Assistant Headteacher.
- To provide feedback to students regarding progress and achievement.

Support for teachers:

- To be responsible for the supervision, care and safety of classes where the assigned teacher is absent.
- To assist, where necessary, the teacher in the whole planning cycle and the management/preparation of resources.
- To collect completed work and return to the teachers who have set the work.

Support for the school:

- To accompany and supervise students on visits and trips as appropriate
- To invigilate internal and external exams as required
- To cover tutor period and leading sessions as required
- To supervisor school property, equipment and resources ensuring they are returned to their rightful place at the end of a lesson.
- To provide supervision in the Withdrawal Room/Individual Pupil Support when not required to cover for absent colleagues.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification – Cover Supervisor	Essential (E) or Desirable (D)
Education/Qualifications	
Minimum of 5 GCSE passes at Grade C or equivalent including Maths & English	E
Relevant professional qualification or equivalent eg NVQ level 3 for Teaching Assistants, Teaching or Social Work	D
Experience	
Minimum of two years' recent and relevant experience of individual work or group work with children/young people.	E
An understanding of child and family dynamics	E
Understanding of child development	E
Working in a school environment	D
Experience of using a range of learning strategies whilst working with children with various needs	D
General understanding of the National Curriculum and other learning programmes, strategies and codes of practice	D
Ability to effectively use ICT (e.g. computer, video equipment) to support learning	E
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	E
Committed to continuous professional development	E
Committed to a collaborative team approach	E
Operates with integrity	E
Skills	
Ability to safely manage classroom activities and the physical learning space	E
Ability to relate well to both students and adults	E
Excellent planning and organisation skills	E
Excellent attention to detail	E
Ability to prioritise and multi task	E
Pragmatic approach to problem solving	E
Ability to work unsupervised	E
Attributes	
Resilient	E
Punctual and reliable	E
Flexible and adaptable in approach to work	E
Other	
Occasional work outside of normal working hours with prior notice	E