

## JOB DESCRIPTION: COVER SUPERVISOR

**Reporting to:** Assistant Headteacher

**Job Purpose:**

To supervise classes during the absence of subject teachers and provide support to department teams

### Key Responsibilities

**Supporting teaching and learning:**

- Instruct students in relation to the work left by the subject teacher
- Ensure students are provided with the necessary resources to facilitate learning
- Register and record student attendance in lessons
- Answer students' queries in relation to the instructions left by the subject teacher
- Liaise with the Subject Leader in relation to the work set
- Supervise the class for the duration of the lesson
- Ensure classes enter and leave classrooms in an orderly manner
- Ensure the classroom is left tidy and ready for the next lesson after dismissing the class
- Mark work as appropriate
- Report to the appropriate member of staff (normally the Cover Manager) at the beginning of each day
- Assist in establishing good order within the school, including undertaking duties as necessary
- Deal with, record and report incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures
- Support and supervise after school study support activities
- Work to agreed school policies and procedures

**Supporting inclusion:**

- Facilitating participation and learning, helping to build confidence and self-esteem, so that all students, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.

**Supporting the school:**

- Assisting with break and lunchtime supervision of students on a rota basis
- Helping with educational visits and outings
- Attending staff meetings, development days and training courses as appropriate
- Supervising the work of our Examination Invigilation Team and acting in the capacity of examination invigilator
- Carrying out administrative support to curriculum teams, offices and house teams
- Provide additional support to school wide initiatives; for instance, school photographs.

### The key competencies and behaviours commensurate with this post are identified overleaf.

**General Information:**

- The job description is not intended to be a complete list of duties and responsibilities, but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties appropriate to the remit.
- The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.
- The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR.
- Employees must protect the safety of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).



# Ethical Leadership Qualities Competencies and Behaviours



Competency	We do this by
<b>Trust</b>	<ul style="list-style-type: none"><li>• Being reliable, consistent, credible, honest, humble, courageous and kind.</li><li>• Managing emotions and helping others to manage their emotions.</li><li>• Keeping promises and doing what you say you will do</li><li>• Having a genuine interest in others</li></ul>
<b>Wisdom</b>	<ul style="list-style-type: none"><li>• Developing knowledge and real expertise, then sharing knowledge</li><li>• Learning from mistakes and failures and admitting when we are wrong</li><li>• Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish.</li><li>• Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.</li></ul>
<b>Kindness</b>	<ul style="list-style-type: none"><li>• Being kind, humble and authentic</li><li>• Leading with compassion and care, listening and seeing beyond the job role to the person</li><li>• Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.</li></ul>
<b>Justice</b>	<ul style="list-style-type: none"><li>• Doing what is right, rather than what is popular or easy.</li><li>• Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate.</li><li>• Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense.</li><li>• Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.</li></ul>
<b>Service</b>	<ul style="list-style-type: none"><li>• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour</li><li>• Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools.</li><li>• Removing barriers and blockers to enable others to do their jobs well</li><li>• Leaving our egos at the door and putting ourselves in the service of others.</li><li>• Channel ambition into our schools, not ourselves, and developing our successors</li></ul>
<b>Courage</b>	<ul style="list-style-type: none"><li>• Looking in the mirror when something goes wrong.</li><li>• Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward.</li><li>• Give the whole truth, the back-story and the why.</li></ul>
<b>Optimism</b>	<ul style="list-style-type: none"><li>• Believing in our own ability, and the ability of others, to do what is right to change the world for the better.</li><li>• Calling out negativity and cynicism</li><li>• Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.</li></ul>
<b>Vision</b>	<ul style="list-style-type: none"><li>• Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development.</li><li>• Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks.</li><li>• Believing in the potential of others; helping them be the best they can be.</li><li>• Quickly taking in new information and translating that into recommendations, decisions, plans and projects.</li></ul>