



## **Job Description – COVER SUPERVISOR**

---

**Grade:** B&NES GRADE 5 (11 – 17)

**Responsible to:** HEADTEACHER, DEPUTY HEADTEACHER (CURRICULUM),  
ASSISTANT HEADTEACHER (TEACHING & LEARNING)

### **JOB PURPOSE**

- To manage and support classes, during teacher absence, where work has been set by a qualified teacher and can be carried out independently by students, ensuring the smooth and efficient deployment of cover arrangements.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To maintain a constructive learning environment.
- To present the work that has been set, in accordance with direction from the Head of Department/Subject.
- To ensure that all resources for the work set are available for students to use and that these are returned at the end of the lesson.
- To supervise students, ensuring they are actively engaged and working on task throughout the lesson
- To support students, where appropriate, offering advice and guidance to students of all ages and abilities in order that their work is of a high standard
- To maintain behaviour and discipline of students in line with the academy's Behaviour Policy.
- To collect completed work, as required and return it or report back as required to the teacher setting the work or their line manager/Head of Department.
- To ensure the safety of students by following Health and Safety guidelines and supervise the care of materials, resources and the learning environment.
- To provide cover for absent form tutors during registration/tutor time as required. To ensure that the students are registered, tutor notices are read out and absence notes collected in.
- To carry out various duties, e.g. worksheet preparation and admin tasks, when cover is not required.
- To carry out invigilation duties during public and academy examinations as required.

### **QUALIFICATIONS AND EXPERIENCE**

The ideal candidate will have a professional background and approach to life and will be expected to maintain high standards in all aspects of their work. It is expected that the successful candidate would possess the following attributes:

<b>Essential</b>
<ul style="list-style-type: none"> <li>• Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C/ Grade 4 in Maths and English.</li> <li>• Ability to work as a member of a team and with a minimum of supervision.</li> <li>• Ability to work with a calm and supportive approach.</li> <li>• Ability to manage students in a classroom setting.</li> <li>• Competence in the use of ICT to support teaching and learning.</li> </ul>
<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> </ul>

### **Physical Effort and Working Environment**

The post holder will be working in a classroom environment with some use of IT equipment. The post may also include duties such as preparing the classroom, displaying students' work, assisting students during lesson times and engaging in activities as directed by the teacher or Head of Department.

### **General**

- The post holder will be expected to undertake any appropriate training provided by the Trust and/or School to assist them in carrying out any of the above duties.
- The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or the Designated Safeguarding Lead (DSL).
- 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 and that all duties are carried out with due regard to the academy's Health & Safety policy.
- Duties which include the processing of any personal data must be undertaken within GDPR guidelines.
- This job description only contains the main duties and responsibilities relating to the post at the time it was drawn up and does not describe in detail all of the duties required to carry them out. Such duties and responsibilities may vary from time to time, without changing the general character of the duties or level of responsibility entailed.
- The post holder will be required to undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this job/as deemed necessary by the Line Manager, Senior Leadership Team or Headteacher. This will include inclusion in the staff duty rota, covering lunch and/or break times at allocated times.

Buckler's Mead Academy and Midsomer Norton Partnership Schools' Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Check is required for this post prior to commencement

***Agreed that this job description is a fair and accurate statement of the requirements of the post:***

#### **Post Holder**

Name:

Signature:

Date:

#### **Line Manager**

Name:

Signature:

Date: