

Wadham School

Job Title: Cover Supervisor

Reporting to: Cover Manager

Main Purpose of Job

To lead the learning of classes by delivering teaching and learning planned by the class teacher with the aim of ensuring ongoing academic progress during short-term absence

To carry out other supervisory roles including invigilation of examinations and educational visits

To provide support in other areas of the school when there are no cover requirements

Main Responsibilities and Duties

Liaison with teaching staff before and after cover lesson to ensure effective preparation of the cover lesson and feedback of progress made

Take responsibility for the supervision of class groups as they undertake work set during the absence of the class teacher and support students in the completion of work set

Direct teaching assistants working within the classes being covered, as appropriate

To promote and reinforce the routines, policies and practices relating to good behaviour and learning using the discipline code and sanctions as appropriate

Collect completed work and report back to the class teacher about the behaviour of students and any issues arising of the class

Assist with other activities relating to the supervision of students e.g. duties, trips

On days when cover requirements are low the post holder may be asked to undertake other non-teaching duties, including i.e. assisting teachers with whole class support / intervention of learning, exam invigilation and admin tasks

Undertake training and professional development programmes provided by the school as necessary

While this gives an indication of the breadth and scope of the role, it is not an exhaustive list of tasks/responsibilities. Through discussion, duties/responsibilities may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education and Qualifications	5 + GCSEs or equivalent qualifications at grade 4 (C) or above, including English Language and Mathematics	A qualification relating to supervising/and/or directing student activity
Experience	Experience of working as part of team.	Experience of working to support children's learning. Previous experience of working with young people of Key Stage 3 and 4 age.
Skills and Abilities	<p>Have good communication skills to support student learning and progress.</p> <p>Establish relationships with students built on respect trust to allow for confidence in support of teaching and learning.</p> <p>Model and promote the positive values, attitudes and behaviour expected.</p> <p>Direct the work of other adults normally present in the learning environment. (For example, Teaching assistants)</p> <p>Work effectively and supportively as a member of the school team.</p> <p>Flexibility</p> <p>Proactive and use of initiative</p> <p>Seek and accept support as part of personal improvement</p> <p>Have the ability and independence to make decisions in relation to classroom management and the care, control and safety of pupils.</p>	<p>Time management</p> <p>Communication skills</p> <p>Embrace and contribute to the school</p> <p>Build relationships</p> <p>Respect others and be able to embrace the ethos and values of the school</p> <p>Be positive, optimistic, caring, kind and approachable</p> <p>Willingness to be immersed in the life of a busy school</p> <p>Have the ability to support, challenge and inspire</p>
Motivation	Able to support the ethos arising from the school's Church of England Foundation	