



Post Title	Cover Supervisor
Hours	13 hours per week (Thursday and Friday 8.30 – 3.30 with 30 mins lunch)
Weeks	39 weeks
Scale	4
Line Manager	Assistant Headteacher

### Statement of Purpose

Support access to learning for students and provide management of students in the classroom.

### Support for Organisation

- Provide cover supervision during a teacher's absence where no active teaching is taking place and students undertake pre-prepared work.
- Provide support to help students stay on task and enable them to access and undertake preset learning.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Assist students to overcome social and emotional barriers to learning to raise aspirations and self-esteem.
- Contribute to the management of student's behaviour, dealing with any disruption and subsequently report and provide feedback to the class teacher, including any difficulties unable to overcome.
- Provide feedback to students in relation to progress and achievement.
- Flexibility to work in other areas of the school commensurate with grade e.g. library, reprographics, administration, student support.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Take an active part in appraising your own work against agreed priorities and targets in accordance with the school's performance supervision arrangements.
- Undertake any necessary training associated with the duties of the post.

### Support to School

(This list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/works/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required, liaising with other staff as required.
- Participate in training and other learning activities and performance development as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.

The content of this job description will be reviewed with the post holder on an annual basis in line with the school's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and agreed with the required members of the governing body and SLT.

## Cover Supervisor

<b>Qualifications</b>		
GCSE English and Maths, grade A* - C or equivalent	E	Application form
National Learning Mentoring training or equivalent	D	Application form
Microsoft Office/Word processing or equivalent	D	Application form
<b>Experience of</b>		
Working in an educational environment	E	Application form/Interview
The ability to work with teaching staff and interact with students	E	Application form/Interview
Addressing groups of students	D	Application form/Interview
Flexible approach to tasks undertaken whilst ensuring compliance with organisational standards	E	Interview
<b>Professional knowledge of</b>		
Awareness of confidentiality issues between home and school	E	Interview
Commitment to the safeguarding of students	E	Interview
Understanding of relevant policies and codes of practice	E	Application form
<b>Professional skills and attributes</b>		
Good and effective communication	E	Reference/Interview
Well-developed interpersonal skills to be able to relate well to a wide range of people	E	Interview
Confidentiality, tact and sensitivity	E	Application form/Interview
Ability to prioritise workload	E	Interview
Excellent organisational skills with the ability to use own initiative and work independently	E	Application form/Interview
Ability to work under pressure and to deadlines	E	Application form/Interview

E = Essential  
D = Desirable