

Job Description

KEY INFORMATION	
Post title:	Cover Supervisor
Grade:	
Responsible to:	Assigned member of SLT
Responsible for:	N/A

OVERALL PURPOSE OF JOB
To supervise classes, deliver pre-planned work and be responsible for the learning, behaviour and progress of students during the absence of the designated teacher

MAIN DUTIES AND RESPONSIBILITIES	
1	Supervise whole classes during the absence of the class teacher, including the delivery of pre-set work, responding to questions and helping students to undertake set activities
2	Maintain good standards of behaviour, utilising the school's behaviour management system
3	Liaise with relevant colleagues as appropriate before and/or after the lesson regarding lesson content and/or students whose learning or conduct give cause for specific praise or concern
4	Monitor and respond to student learning and behaviour at all times by making adjustments to the delivery of the pre-planned content and/or learning activities, and ensuring differentiated delivery where specified in the cover work provided, ensuring awareness of any individual student needs (e.g. as per EHCPs or other student plans)
5	Manage resources effectively and ensure classrooms are left tidy and ready for the next lesson
6	Take part in relevant school meetings as required
7	Establish working relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of students

8	Assist with the supervision of students out of lesson time, including before and after school and at break and lunch times
9	Supervise students on visits, trips and out-of-school activities as required
10	When not required to undertake cover, provide support either in class or by providing clerical/admin support, e.g. photocopying, filing, supporting colleagues in the preparation of resources, displays and other support materials
11	Supervise pupils and provide access arrangements for students sitting internal and external examinations, ensuring compliance with examination board regulations
12	Undertake the duties of a first aider as and when required

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	GCSE English and maths at grade C/grade 4 or above, or equivalent qualifications
2	First Aid qualification, or the willingness to obtain
3	<i>Qualifications above GCSE level, e.g. A levels, a degree or other further qualification (desirable)</i>
Experience	
1	Experience of working with students in a school environment
2	Experience of managing student behaviour by following school policies and procedures
Skills/Knowledge/Abilities	
1	Good written and verbal communication skills with the ability to communicate effectively with a range of staff, students and other stakeholders
2	Ability to manage whole classes and successfully deliver pre-planned lessons
3	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite) and school specific software
4	Ability to employ strategies which promote good behaviour and discipline
5	Ability to quickly build appropriate, positive relationships with students
Personal Attributes	
1	Ability to work successfully alone and as part of a team
2	Ability to work well under pressure and manage competing deadlines
3	Flexibility, with excellent organisational skills and the ability to adapt to changing circumstances
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check