

**JOB DESCRIPTION**

**Job Title: Cover Supervisor**

**Level:** Grade 5, SCP 8-14

**Responsible to:** Exams and Data Manager

**Key Purpose:**

* Working in partnership with teaching staff, be solely responsible for the supervision of whole classes undertaking pre-prepared activities during the short-term absence of a classroom teacher and provide feedback on completed lessons.
* To support the learning of pupils, recognising individual needs, manage the behaviour of pupils and keep pupils on task.
* To provide capacity across other areas of school life, including but not limited to, teaching assistant roles, mid-day assistant roles, behaviour management roles, technician roles and administrative roles.

**Main Responsibilities**

* Liaise with the Exams and Data Manager for cover assignments.
* Liaise with teachers / subject leads regarding work for lessons.
* Establish good working relationships with pupils, and set a good example to them through your presentation and personal/professional conduct.
* Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
* Supervise pre-prepared activities and self-directed learning to provide continuity of learning for pupils.
* Promptly complete an accurate register at the start of each lesson covered.
* Provide consistent support to all pupils, responding appropriately to individual pupil needs, and promote inclusion and acceptance of all pupils.
* Manage the behaviour of pupils by maintaining a purposeful learning environment, encouraging pupils to take responsibility for their learning, and utilising the school’s rewards and behaviour policies.
* Collate and return completed work to the subject teacher and provide appropriate feedback.
* Attend staff training days and CPD sessions, when necessary, some of which may be outside normal working hours or in closure periods.
* Have a commitment to the safeguarding and wellbeing of all pupils, and fully comply with school policies and procedures relating to safeguarding and child protection.
* Have regard for, and comply with, all other school policies and procedures.
* If not required for lesson cover, provide additional capacity in other areas of school life, including teaching assistant cover, break / lunch duties, educational visits, invigilation, reflection, first aid, and administrative tasks.
* Undertake other reasonable duties, commensurate with the responsibility of the role, as directed by the Principal.

**PERSONAL SPECIFICATION**

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| **Attributes** | **Criteria** | **Essential / Desirable** | **How Identified** |
| **Experience** | Experience of working with young people. | E | A / I / R |
| **Education & Training** | Minimum of 5 GCSEs (including English and Mathematics) at grades 9-4 / A\*-C.  Minimum of 3 good A Levels in any subject, or relevant vocational training at Level 3.  Educated to degree level.  Willingness to participate in relevant training and development opportunities.  First aid training, or a willingness to undertake appropriate training. | E  E  D  E  E | A / C  A / C  A / C  A / I  A / C / I |
| **Knowledge and Skills** | Excellent written and verbal communication skills.  Ability to engage with, motivate and inspire young people with a range of abilities and needs.  Ability to build effective relationships with pupils and staff.  Ability to promote a positive ethos and role model positive attributes. | E  E  E  E | A / I / R  A / I / R  A / I / R  A / I / R |
| **Personal Qualities** | A total commitment to safeguarding.  Excellent record of attendance, punctuality and reliability.  Empathy for, and understanding of, young people,  Ability to be resilient, be assertive with and present among pupils.  Ability to maintain integrity and confidentiality.  Willingness to contribute to wider school life. | E  E  E  E  E  E | A / I / R  R  A / I / R  A / I / R  A / I / R  A / I / R |

**Key** E Essential D Desirable

A Application C Certificates I Interview R Reference