

<b>POST TITLE:</b> Cover Supervisor	<b>Grade 6</b>
<b>RESPONSIBLE TO:</b> Deputy Head	
<b>DATE:</b> January 2025	

**Responsible for** N/A

**Key liaisons** **Multi Academy Trust School staff and leadership teams**  
**Parents and students**  
**Visitors**  
**Governors**  
**Contractors**

**Hours of Work** 32.5 hrs per week – Term Time + Inset Days

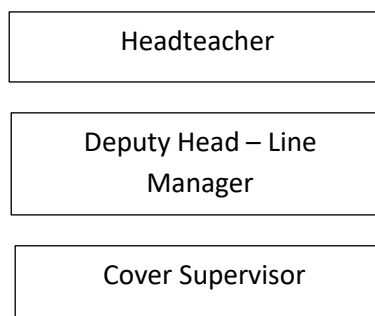
**Purpose of role**

Supervise the learning of whole classes during the short-term absence of the class teacher, to invigilate tests and examinations and to support students one to one as required.

**Duties**

- Supervise the work of whole classes doing work set by their subject teacher in accordance with school policies.
- Support whole classes, small groups and individuals with their learning.
- Register and record student attendance in lessons.
- Answer student queries about process and procedures relating to the lesson and the work set.
- Manage the behaviour of students to ensure a calm, productive learning environment.
- Collect completed work as required and return it to the appropriate teacher.
- Provide feedback to colleagues on students' progress and any issues arising during the class.
- Assist with other activities relating to the supervision of students and the support and delivery of learning.
- Deal with any immediate problems or emergencies according to school policies and procedures.
- Participate in training and other professional development activities as required.
- Act as a role model and set high expectations of conduct, behaviour and dress.
- Promote positive values and demonstrate a positive attitude in line with our Behaviour for Character Policy.
- Be aware of and comply with the school's policies regarding Safeguarding, Equal Opportunities, Health and Safety, Confidentiality and Data Protection.

**Structure**



### **Data Protection and Safeguarding**

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

### **General**

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification - Cover Supervisor</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education</b>	
Sound Level of Secondary Education inc. GCSE or above in English and Maths or equivalent	<b>E</b>
Good IT Skills	<b>E</b>
Degree and/or A Level Qualification	<b>D</b>
<b>Experience</b>	
An understanding of Safeguarding and Keeping Children Safe in Education	<b>E</b>
Willingness to complete any necessary training relevant to the post	<b>E</b>
Experience of working within a school setting	<b>D</b>
Experience teaching in a secondary school	<b>D</b>
<b>Behaviours</b>	
Accept the need for continuing professional development	<b>E</b>
Patient, friendly and polite approach to customers	<b>E</b>
Energy and Enthusiasm	<b>E</b>
Positive & Reliable	<b>E</b>
<b>Skills</b>	
Flexible approach to work	<b>E</b>
Ability to carry out tasks given quickly and competently	<b>E</b>
Good spoken communication skills	<b>E</b>
Ability to work on your own initiative and as part of a team	<b>E</b>
Able to undertake physically demanding work	<b>E</b>
Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines	<b>E</b>
<b>Attributes</b>	
Committed to the Futura Learning Partnership's aims	<b>E</b>
Committed to Equality and Diversity	<b>E</b>
Committed to own continuing professional development	<b>E</b>
<b>Other</b>	
Good sense of humour	<b>E</b>
Able to display an awareness, understanding and commitment to the protection and safeguarding of children	<b>E</b>