

## Job Description

<b>Post Title:</b>	<b>Cover Supervisor [Code 506]</b>
<b>Scale:</b>	5
<b>Hours:</b>	37 hours per week over 39 working weeks
<b>Base:</b>	Helston Community College
<b>Responsible to:</b>	Deputy Headteacher/Cover Manager
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	<u>Internal:</u> Headteacher, Teaching Staff, Support Staff, pupils. <u>External:</u> LA representatives, parents and carers, Governors, visitors

### Main Purpose of the Post:

- I. To provide effective cover supervision in a range of classes and subjects in response to unforeseen short-term teacher absence.
- II. To ensure that good behaviour for learning is maintained in the classroom and that pupils keep on task.
- III. To work under the guidance of teaching / senior staff within an agreed system of supervision.

### Main Duties and Responsibilities:

1. To liaise with the appropriate member of the teaching staff with regard to distributing relevant papers and documents of suitable teaching materials which relate to the relevant curriculum area and stage of progress of the pupils.
2. To establish constructive relationships and effectively communicate with teaching staff with regard to cover requirements for short-term teacher absence.
3. To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration.
4. To encourage acceptance and inclusion of all pupils.
5. To attend whole staff briefing meetings and other communication meetings as required.
6. To administer pre-set work and associated teaching resources provided.
7. To provide instructions relating to pre-set activities for pupils in accordance with the instructions and explanations provided with the pre-set work by the teacher.
8. To respond to questions relating to the instructions and process for completion of pre-set work and the recognised school procedures.
9. To support pupils consistently whilst recognising and responding to their individual needs.
10. To engage all pupils in the pre-set activities.
11. To collect pupils' work at the end of the lesson and return to the appropriate teacher or teacher's representative in accordance with the school's teacher cover policies and procedures.
12. To be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources accounted for and stored securely when not in use.
13. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with the school's Behaviour Policy and encourage pupils to take responsibility for their own behaviour.

14. To deal with any immediate problems or emergencies that may occur in the class whilst covering the teacher's absence in accordance with the school's recognised policies and procedures.
15. To be responsible for keeping and updating records as agreed with the teacher [e.g. class registers]
16. To check and record pupil attendance and absences.
17. To report all absences in accordance with the school's absence reporting procedures.
18. To report back to the teacher [or appropriate representative in the teacher's absence] any issues that may have arisen including problems with pre-set work, behavioural issues, concerns etc.
19. To carry out administrative tasks associated with all of the above duties.
20. To remain aware and work within all relevant Trust working practices, policies and procedures.
21. To undertake other pupil supervisory duties as directed [e.g. Pupil / School photographic sessions].
22. To carry out administrative duties when not required to cover lessons.
23. To maintain confidentiality of information acquired in the course of undertaking duties.
24. To work as a member of a designated team and to contribute positively to effective working relations within the school.
25. To work with the designated Appraiser to identify and meet professional development needs.
26. To engage fully with the Appraisal processes as an Appraisee.
27. To engage with and contribute to professional development activities as appropriate.

#### **General/Other**

28. To remain aware of and work within all relevant school practices, policies and procedures, including Health and Safety, Equal Opportunities, Code of Conduct and Data Protection.
29. To be aware of and work in accordance with Safeguarding and Child Protection policies and procedures in order to promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
30. To maintain confidentiality of information acquired in the course of undertaking duties.
31. To be responsible for your own continuing self-development, undertaking training as appropriate.
32. To play a full part in the life of the Trust community, to support its ethos and promote its co-operative values and ethical principles.
33. Although the role is primarily with the appointing school, staff may be deployed, within reason and subject to discussion, in any setting across the Trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title.

Job Description prepared by: Southerly Point Co-operative Multi-Academy Trust  
Date: March 2019

## Person Specification

Job Title:

Cover Supervisor

Person specification prepared by:

Southerly Point Co-operative Multi-Academy Trust

Date:

March 2019

Attributes	Essential	Desirable	How Identified
<b>Relevant experience</b>	1. Experience of working with children	A. Experience of working with children in an educational setting	Application form Interview Observation feedback
<b>Education &amp; Training</b>	2. 5 GCSEs [A* - C] or equivalent, including English and Maths 3. Good levels of literacy and numeracy.	B. Relevant professional qualification C. An interest in and a desire to develop a knowledge of teaching and learning	Application form Interview
<b>Knowledge &amp; skills</b>	4. Excellent communication skills, both verbal and written 5. Competent use of ICT packages	D. A desire for professional development and career progression E. Knowledge of a wide range of issues relevant to education and child development F. Specialist knowledge and skills in specific subject areas to meet the needs of the setting. Eg. PE; languages; maths; sciences.	Application form Interview
<b>Any Additional factors</b>	6. Ability to remain calm under pressure 7. Ability to relate well to young people and adults 8. Flexibility and reliability 9. Self-motivated and shows initiative 10. To work individually and also as part of a team 11. Demonstrate a commitment to: <ul style="list-style-type: none"> <li>• Co-operative values;</li> <li>• Promoting the School and MAT's vision and ethos;</li> <li>• Ongoing relevant professional self-development;</li> <li>• Safeguarding and child protection</li> </ul>		Interview