

**SIR WILLIAM ROBERTSON ACADEMY  
JOB DESCRIPTION**

**JOB TITLE:** Cover Supervisor

**JEM Number:** 01-132

**REPORTS TO:** Headteacher (or nominated person)

**1. PURPOSE OF JOB:**

To supervise pupils and their work during periods of short term teacher absence.  
The role involves taking sole charge of a group of pupils as required; there will be a system of supervision in place from qualified teachers in case of any difficulties.

**2. MAIN RESPONSIBILITIES, TASKS & DUTIES**

To deliver lessons as set by the teacher, ensure pupils are on task and complete work set.

Respond to any questions from pupils about process and procedures.

Deal with any immediate problems or emergencies according to the schools' policies and procedures.

Collect any completed work after the lesson and return it to the appropriate teacher.

Report back as appropriate using the school's agreed procedures on the behaviour of pupils during class, and any issues arising.

The postholder must be familiar with the full range of school policies, particularly those regarding health and safety, equal opportunities and special educational needs.

The postholder must have the necessary skills to manage safely classroom activities, the physical learning space and resources for which they are responsible.

The postholder must have an understanding and ability to use a range of strategies to deal with classroom behaviour, as a whole, and also individual behavioural needs. The postholder must manage the behaviour of pupils whilst they are undertaking the work to ensure a constructive environment.

Carry out reasonable personal care/hygiene duties and administer first aid.

**3. MANAGEMENT OF PEOPLE**

None

**SUPERVISION OF PEOPLE**

No formal management/supervision

**4. CREATIVITY AND INNOVATION**

Required to be creative when assisting with planning of activities.

**5. CONTACTS AND RELATIONSHIPS**

Direct contact with Headteacher, teaching and support staff, parents and other professionals.  
Postholder will be working with a wide range of children, parents, carers, governors and other agencies.  
Postholder must understand and utilise a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.

**6. DECISIONS**

**a) Discretion**

Work is carried out in accordance with legislation, child protection, behaviour management, policies and procedures.

	<b>b) Consequences</b> Impact would be to a child or group of children and should be easily identified and rectified.		
<b>7.</b>	<b>RESOURCES</b> The postholder has no responsibility for resources.		
<b>8.</b>	<b>WORK ENVIRONMENT</b>		
	<b>a) Work Demands</b> Interruptions are intrinsic to the role without changing its substantive purpose.		
	<b>b) Physical Demands</b> School based, limited physical effort required.		
	<b>c) Working Conditions</b> Work is carried out in a well-ventilated and well-lit school environment.		
	<b>d) Work Context</b> Limited, however, postholder may experience some abuse or aggression from contact with pupils/parents/children.		
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b> No formal qualification is required. Proven track record of working with children for at least one year. Basic understanding of education system or a willingness to learn. Competency in the use of ICT. Good communication skills both written and oral.		
<b>10</b>	<b>GENERAL</b>		
<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Academy.			
<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with AST Equal Opportunities policies.			
<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the SWR Health and Safety policies and procedures.			
<b>Safeguarding</b> - All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school. The post holder will be subject to Safer Recruitment checks in line with the Keeping Children Safe in Education guidance, which includes an enhanced DBS check. This position will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.			
	Name:	Signature:	Date:
Job Description written by: [Manager]	.....	.....	.....
Job Description agreed by: [Postholder]	.....	.....	.....