

### **Job Description**

<b>Job Title</b>	Cover Supervisor	<b>Ref</b>
<b>Job Family</b>	Support for Teaching & Learning	<b>Job Grade 6</b>
<b>Hours</b>	37 or 32.5 hours, 39 weeks	

#### **PURPOSE OF THIS ROLE**

Provide administrative support across the school.

Provide classroom supervision to students when a teacher is absent.

#### **KEY RELATIONSHIPS**

The post is line managed by the School Business Officer (Personnel).

The School Business Officer (Personnel) will direct the post holder where classroom cover is required across the school.

The role involves regular liaison with other teaching and support staff in school

The post holder will supervise students in the classroom.

#### **Main Duties and Responsibilities include:**

- Undertake cover/classroom supervision in the absence of teachers. Liaise regularly with the School Business Officer (Personnel) over cover requirements which may extend across the school.
- Communicate and supervise the work set by the subject teacher to the students, ensuring that students are aware of the teacher's expectations during the course of the lesson with regard to task completion
- Manage the behaviour of students whilst undertaking set work to ensure a constructive environment.
- Motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively with others to ensure that students are engaged on the set tasks.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate, using the School's agreed referral procedures on the behaviour of students during the class and any issues arising.
- Assist staff in whole School supervisory duties at breaks and lunch-times.
- When not required to provide classroom cover undertake clerical/administrative tasks, supporting the main school office and other areas of the school if required.
- Assist with the requisition goods and services using SAP under the guidance of the finance team when workload permits.

**General Responsibilities:**

- Administration of first aid provided training given and qualification held.
- Assist with exam invigilation provided training given. This will include acting as a reader or a scribe (amanuensis) for students for which access arrangements apply.
- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- Attendance at staff meetings and INSET activities where relevant;
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

**People Management**

None

**School Policies and Procedures**

Actively support the School's Policies and Procedures.

**Health and Safety**

Ensure own compliance with the School's Health & Safety policy/procedures and the health, safety and welfare of students at all times.

**Risk Management**

Comply with Risk Assessments pertinent to the role. Contribute to risk awareness through carrying out of duties and raise issues where appropriate

Carry out any additional duties within the overall function commensurate with the grading and level of responsibility of the job.

**Aldercar High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## PERSON PROFILE

<b>Job Title:</b>	<b>Cover Supervisor</b>	<b>Ref</b>
<b>Job Family:</b>	<b>Support for Teaching and Learning</b>	<b>Job grade: 6</b>

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Experience</b>	Experience of working with young people	Experience of working in a school	A, I
<b>Skills and knowledge</b>	<p>Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students</p> <p>Demonstrate very good competence in numeracy and literacy</p> <p>Excellent communication skills</p> <p>Use ICT effectively for administration and processing data</p> <p>Knowledge of School policies, and regulations specific to the role</p>	Familiar with specific school MIS, e.g. SIMS, PARS, 4Matrix	A, I
<b>Personal Effectiveness</b>	<p>Able to manage own time and that of others effectively</p> <p>Able to motivate and influence students</p> <p>Have a flexible approach to work</p> <p>Effective communication to engage and influence students with challenging behavior</p> <p>Willingness to undertake personal professional development</p>		A, I
<b>Qualifications</b>	GCE (CSE Grade 1) GCSE pass or equivalent of NVQ level 2 in maths/ numeracy and English/literacy	Basic First Aid	A, C

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A = Application  
 I = Interview  
 T = Test  
 C = Certificates