



Wadham School – Job Description

Cover Supervisor



Contract: 1 year Fixed Term

Weeks per Year: 30 hours per week, Term Time only + INSET days (39 working weeks)

Grade: 13 Pt 6 – 11 actual salary £18,044 - £19,539

Responsible to: Cover Manager

Main Purpose

A Cover Supervisor works within the school across Years 7-11 to deliver lessons planned by the class teacher in their absence.

When not directed to cover lessons, a cover supervisor assists by providing additional support to the pastoral team.

The over-arching aim of this role is to ensure ongoing academic progress during short-term teacher absence.

Main Duties and Responsibilities

- Liaison with Cover Manager before and after cover lessons to ensure effective preparation of the cover lesson.
- Supervise pre-set learning activities in the classroom in the absence of the class teacher, with the ability to use Microsoft TEAMS and Outlook.
- Efficiently take the register at the start of lesson and adhere to seating plans prepared.
- Take responsibility for the supervision of whole class groups as they undertake work set during the absence of the class teacher, to ensure a constructive environment, promoting routines, policies and practices relating to behaviour and use sanctions where required.
- Direct Teaching Assistants working within the classes being covered, as appropriate.
- Collect completed work and report about the behaviour of students and any issues arising.
- Undertake training and professional development programmes provided by the school as necessary.

Other Duties

The Cover Supervisor is also required to carry out other supervisory roles including invigilation of examinations and educational visits and to provide support in other areas of the school when there are no cover requirements.

All Wadham staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the school. The particular duties and responsibilities may vary from time to time.

Personal Attributes

Education and Qualifications

5 + GCSEs or equivalent qualifications at grade 4 (C) or above, including English Language and Mathematics or a qualification relating to supervising/and/or directing student activity.

Experience

Experience of working to support children's learning. Previous experience of working with young people of Key Stage 3 and 4 age, with skills to work as part of a small team.

Skills and Abilities

Have good communication skills to support student learning and progress.

Establish relationships with students built on respect and trust to allow for confidence in support of teaching and learning.

Consistently model and promote the positive values, attitudes and behaviour expected.

Direct the work of other adults normally present in the learning environment (For example, Teaching Assistants).

Work effectively and supportively as a member of the school team.

Being flexible with the ability to be proactive and use initiative.

Seek and accept support as part of personal improvement.

Have the ability and independence to make decisions in relation to classroom management and the care, control and safety of pupils.

Excellent time management.

Communication skills with the ability to build effective relationships by being positive, optimistic, caring, kind and approachable.

Respect others and be able to embrace the ethos and values of the school.

Have the ability to support, challenge and inspire.

Motivation

Resilience, energy and a positive attitude support the ethos arising from the school's Church of England Foundation, placing learning and well-being at the heart of what we do.

Notes

This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.