

Cover Supervisor – Job Description

Job title	Cover Supervisor
Salary range	Grade D: Steps 1-5
Hours	Monday to Friday 8.30am to 3.30pm 32.5 hours per week term time only
Line management	Deputy Headteacher/SLT
Job Purpose	
To assist with and cover classes where there is teacher absence. Cover supervisors may also provide support in lessons or within the Wellbeing team working more widely across the school. The post holder will be expected to exercise control over students and will be given the authority, training and support to enable them to fulfil this function.	
Responsibilities	
Support for pupils <ul style="list-style-type: none"> To supervise whole single classes of pupils using material planned by a teacher, adapting the material when necessary, to engage pupils in learning activities. Establish productive working relationships with pupils acting as a role model and setting high expectations of work and behaviour. To deal with wellbeing or behavioural issues at an appropriate level Respond to pupils' general queries and keep pupils on task. 	
Support for teachers <ul style="list-style-type: none"> Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher. Comply with instructions requested by the usual class teacher. Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class. Promote positive values, attitudes and good pupil behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior. Ability to work independently and with initiative. Good organisation skills. Use CPOMS to record any safeguarding/behaviour concerns. 	
Support for curriculum <ul style="list-style-type: none"> Support and work with teacher in testing/assessment. Contribute with teacher to lesson contents and aims. Complete records and assessments for children. Assist in the making of resources. Make appropriate use of equipment and resources. 	
Support for the school <ul style="list-style-type: none"> To be on call when needed to support children with social, emotional and behavioural difficulties. In conjunction with teacher liaise with parents on pupil progress. 	

- Supervise pupils on school trips/out of school activities
- Playtime supervision and lunchtimes.
- Commitment to training.
- Flexible and positive in relation to tasks undertaken and groups/children allocated.
- Ability to establish and maintain good relationships and rapport with other colleagues in the school and beyond.
- Physically and emotionally suited to working in an environment involving manual handling, challenging behaviour and personal hygiene of pupils.
- Following training, be confident with skills such as giving medication, epilepsy, simple communication aids, positive behaviour management strategies and TEACH to support learning.
- Complete tasks related to your area of responsibility effectively.

Safeguarding

- All staff are responsible for the safeguarding of children in line with the schools safeguarding (Child Protection) policy.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 28th November 2022

Next review date:

Postholder's signature: _____

Date: _____

Cover Supervisor – Person Specification

Job Title	Cover Supervisor	
	Essential	Desirable
Qualifications and knowledge		
Educated to GCSE level with proficiency in Maths and English	✓	
Experience		
Previous relevant experience in a teaching/learning/child support working environment.		✓
Previous experience of working with people with Special Educational Needs		✓
Skills and abilities		
Good communication skills and able to clarify and explain instructions clearly	✓	
Well organised	✓	
Able to motivate and give guidance to students	✓	
Ability to manage whole groups of students within a classroom setting		✓
Ability to work with a minimum of supervision and within a team	✓	
Maintain accurate and up to date student records using the school's student database systems	✓	
Proficient in the use of ICT equipment including word processing, databases, spreadsheets and other software products.	✓	
Personal qualities		
Adaptable and flexible attitude	✓	
Well- developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people.	✓	
Enthusiasm to embrace continuing professional development	✓	

Empathy with pupils and sympathetic to their needs.	✓	
Are trustworthy, reliable and punctual	✓	
Professionally discrete and able to respect confidentiality on particular issues	✓	