

Cover Supervisor

Casual basis dependent on the school's cover requirements

£130 to £150 per day depending on experience

Core Purpose

To provide high quality regular cover of whole classes for short term staff absence. To oversee the smooth running of lessons assisting students, managing behaviour and ensuring lesson plans are delivered to a high standard. To carry out duties and student support duties. When there is not a requirement to cover lessons or duties, the post-holder will provide learning support and administrative support under direction of the Line Manager.

Key responsibilities

1. To supervise students, receiving and registering students, communicating and supervising the work set and responding to any questions. To oversee the issue of books and equipment necessary for the lesson, assisting students with their work where appropriate.
2. To manage the behaviour of students and maintain good order in the classroom, overseeing the collection of books and equipment at the end of the lesson, and ensuring they are returned to the appropriate place.
3. To carry out duties as directed to include break, lunch, on call and student support centre duties.
4. To carry out administrative tasks as and when required.
5. To carry out any other reasonable task at the request of the Headteacher/Line Manager.

General Responsibilities (all staff):

1. To perform duties and attend meetings as reasonably required.
2. To participate in the School's performance management scheme.
3. To undergo in-service training where required.
4. To contribute to the school's pastoral system.
5. To observe and implement current school policies and good practice.
6. To carry out such particular duties as the Headteacher/Line Manager may reasonably direct from time to time.

Support for Students

1. Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individuals' needs.
2. Encourage students to work and act independently as appropriate.
3. Encourage students to interact with others and engage in activities led by the teacher.
4. Set challenging and demanding expectations and promote self-esteem and independence.

Support for Teachers

1. Create and maintain a purposeful, orderly and supportive environment, following lesson plans agreed with line manager and teachers.
2. Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
3. Use strategies, in liaison with teachers, to support students to achieve learning goals.
4. Assist with the planning of learning activities.
5. Provide regular feedback to teachers on students' achievements, progress and problems.
6. Promote good student behaviour, dealing promptly with conflict and incidents in line with school policy.

Support for the School

1. Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEND Code of Practice as well as general staff procedures.
2. Contribute to the overall ethos, vision and aims of the school.
3. Attend relevant meetings as required.

4. Participate in training and other learning activities as required.
5. Accompany teaching staff and students on visits, trips and out of school activities as required.
6. Undertake duties as directed.

This job profile will be reviewed at intervals of about one year and may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

Experience- the successful candidate will have:

- Experience of working in a school or similar establishment.
- Experience of working with young people.
- Experience of working under pressure in a busy environment.
- Experience as a Cover Supervisor/Covering lessons (desirable)

Skills & Attributes- the successful candidate will:

- Flexible and resourceful.
- Effective member of a team.
- Displays moral, intellectual and personal integrity and authority.
- Shows determination, optimism and resilience in the face of challenges and set-backs.
- Is committed to equality of opportunity, community cohesion and student social mobility.
- Have strong ICT skills.
- Have excellent numeracy and literacy skills.

Qualifications- the successful candidate will hold:

- GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy) essential.