



Cover Supervisor with Curriculum Support Responsibilities - Job Description

Salary Grade & Range: 5/6 NJC 12 -20

Working pattern: Term Time Only, (38 weeks per year) 30 hours per week

Duties: The duties and competencies outlined in this job description cover general responsibilities as the precise activities described below may develop, vary or be refined over time according to the needs and demands of a growing school. Such changes are to be anticipated whilst still falling within the spirit and intent of this job description.

Responsible to: Deputy Headteacher for Quality of Education

Overview:

The responsibilities of this role are split across two main strands:

1. **Cover supervisor.** This will involve covering lessons for absent staff in classes across the school.

Clear cover protocol is laid out in our CWS staff handbook and involves absent staff setting differentiated work that can be completed in silent exam style conditions.

This will be the expectation for all cover lessons although you will be able to offer support to students where you feel it appropriate and necessary.

2. **Wider support role.** During times where no cover is required, the role will develop into a wider support role within areas in need of support across the school. This is time which can also be used flexibly by the post holder to explore and develop areas of their own professional development.

It is anticipated that the post holder will design their own wider support role in conjunction with their Line Manager, that can be picked up and carried out at very short notice when it becomes apparent on a daily basis, the periods of the day where cover is not required.

An indication, but not an exhaustive list, of examples of areas of wider support and training / development that may happen during periods where no cover is required is outlined below:

- Support in SEND either in class or small groups.
- Support within the pastoral team.
- Support within the Health Related Fitness whole school focus.
- Engagement with professional development training opportunities via school subscriptions to online National College.
- Engage with opportunities to observe staff around the school and support other staff around the school within areas of specific career developmental interests.

Management of this aspect of the role requires a high level of daily planning, recording and organisation whilst presenting an excellent opportunity for the post holder, in liaison with their line manager, to develop their own work schedule to benefit both the wider school and their personal areas of professional development interest.

RESPONSIBILITIES

Cover Supervisor Responsibilities:

- Liaise daily with the cover manager and Heads of Department as required regarding learning tasks to be completed by students
- Supervise students as directed by the cover manager during lessons / form time
- Communicate the work set by the class teacher to the students
- Oversee the collecting of books and equipment at the end of the lesson and ensure they are returned to the appropriate place
- Ensure the students tidy up and leave the classroom in good order
- Return work etc. to the class teacher or Head of Department and inform him/her of the point reached by the students
- Report any problems, difficulties, successes etc. to the class teacher or Head of Department
- Undertake any relevant CPD identified through the appraisal process to support your ability to carry out this role

Other duties:

- To ensure the school's Health and safety policy and the current Health and Safety regulations are adhered to and implemented
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment
- Participate in training and other learning activities as required
- Attend and participate in regular meetings
- Contribute to the wider life of the school if required
- Perform all other reasonable requests from the Headteacher and Line Manager
- Respect confidentiality at all times.
- Be committed to developing a full understanding of school procedures as laid out in the CWS staff handbook, CWS student diary and all related policy and procedure documents
- Be committed to following all procedures laid out in the documentation above to help maintain a positive, professional, fair and consistent working environment for all

Alignment with our ethos and our core values of **Teamwork, Respect, Enjoyment, Discipline and Sportsmanship** is expected at all times.



Person Specification

Criteria	Essential	Preferred
Please note that training in school systems will be provided.		
Qualifications		
Educated to A level standard	x	
First degree or equivalent		x
Knowledge, Skills and Experience		
Adaptable to handle a multi-functioning role	x	
Class management skills	x	
Highly organised with good time management skills and the ability to work under pressure and independently	x	
Adaptability and flexibility in working practices and the ability to use their initiative	x	
A high degree of professionalism in their approach to work and tasks set	x	
Communicate clearly with all sections of the School community both orally and in writing.	x	
Ability to handle sensitive issues keeping confidentiality as required.	x	
Knowledge of Microsoft Office suite and school management systems and be confident in their use. Be willing to learn new computer systems		x
Be able and willing to undertake staff training and development courses, some of which may be outside of normal working hours, to develop and maintain technical qualifications for the role.	x	
Ability to adhere to working procedures and policies within the School environment.	x	
Ability to form good working relationships with colleagues, students and parents and work as part of a team	x	
An understanding of basic health and safety requirements.	x	
Attributes		



- Demonstrate a positive, active and cooperative outlook
- Willingness to step up and exercise some authority
- An approachable, accommodating attitude
- High standards embracing honesty, integrity, loyalty and trustworthiness
- Ability to be flexible, adaptable and know when to use own initiative
- Able to remain calm and act sensibly under pressure
- A good team player and collaborative worker
- Present a good role model to students
- Grasp of the Coombe Wood ethos, supportive of the drive for health and fitness among the school community