



# Clayton Hall Academy

## Person Specification – Cover Supervisor



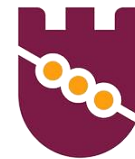
ATTRIBUTES		
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>▪ NVQ Level 3 or equivalent in relevant area</li> <li>▪ Very good numeracy and literacy skills</li> </ul>	E E E
<b>Knowledge, understanding and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with relevant age groups within a learning environment</li> <li>▪ Understanding of classroom roles and responsibilities</li> <li>▪ Working knowledge and compliance of school policies and procedures</li> <li>▪ Knowledge of behaviour management techniques</li> <li>▪ Curriculum knowledge and experience to support self-directed learning</li> </ul>	E  E E E E
<b>Skills and competencies</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate clearly and explain sometimes complex information with due regard to confidentiality</li> <li>▪ Ability to promote and support the inclusion of all students in the learning activities in which they are involved</li> <li>▪ Can use ICT effectively to support learning</li> <li>▪ Ability to understand policy, procedures and legislation relevant to areas of work</li> <li>▪ Ability to understand the aims, content, teaching strategies and intended outcomes for the lessons</li> </ul>	E  E  E E E
<b>Personal qualities and attributes</b>	<ul style="list-style-type: none"> <li>● Remain calm in difficult situations</li> <li>● Displays sensitivity and empathy to others</li> <li>● Ability to identify own training needs and willingness to participate in training and development opportunities.</li> <li>● Comply with Trust's commitment to the protection and safeguarding of children</li> </ul>	E E E  E
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Clayton Hall Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred lists check.</li> </ul>	E

E = Essential    D = Desirable

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**Job Description** Clayton Hall Academy

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**CLAYTON HALL**  
ACADEMY

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## Cover Supervisor

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Grade 3, 37 hours per week, term time

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### Job Purpose:

The Cover Supervisor will supervise whole classes in the absence of the class teacher ensuring pre-prepared activities are completed and behaviour is appropriate, ensuring the health and safety of students at Clayton Hall Academy in line with the vision and values of Windsor Academy Trust.

*To do other reasonable tasks within the function, commensurate with the grading level and responsibility of the role.*

Clayton Hall Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

**Reporting to:** Headteacher and Senior Leaders

### Main duties and responsibilities:

- Supervise pre-planned activities and self-directed learning in the absence of the class teacher.
- Manage the behaviour of pupils/students whilst they are undertaking this work to ensure a constructive learning environment.
- Respond to questions from students about process and procedures.
- Assist students to undertake set activities as appropriate.
- Deal with any immediate problems or emergencies according to the academy's policies and procedures.
- Collect completed work after the lesson and return it to the appropriate class teacher.
- Report back as appropriate using the academy's referral procedures on the behaviour of students during the class and any issues arising.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Provide feedback to students in relation to progress and achievement.
- Prepare classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the students.
- Undertake planned supervision of students/ out of hours learning activities as required

- Supervise students on visits, trips and out of school activities as required.
- Undertake exam invigilation as required.

**General**

- Contribute to the overall ethos/aims of the academy.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health & safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The postholder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS check.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

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

<b>To whom responsible</b>	Deputy Headteacher and Senior Leaders
<b>Staff for whom responsible</b>	N/a
<b>Signature of Employee</b>	
<b>Print name</b>	
<b>Date</b>	

**This job description may be amended at any time by agreement.**