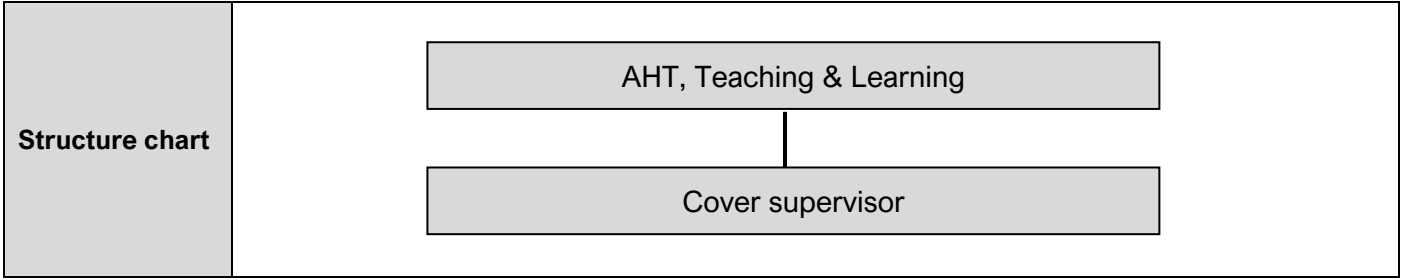




Job Description

Title	Cover Supervisor	School/Department	Maiden Erlegh Chiltern Edge
Grade	Grade 4, SP7	Reports to	AHT, Teaching and Learning
Job evaluation code	MEC007	Date of evaluation	April 2022
Purpose	To provide classroom supervision during a teacher's absence, use information and resources provided to ensure that students' learning is not compromised by the absence by providing continuity and consistency. To provide an environment where learning is maximised in every lesson		
Key accountabilities	To ensure continuity of learning for students when teaching staff are absent. To ensure that behaviour and other classroom management practices are understood and followed. To ensure that the set cover work is followed, and that feedback is provided to the teacher on their return, both in respect of the class and the cover work provided.		
Scope	Main contacts:	Staff responsibilities:	Financial accountability:
	Students, staff	None	None
Main duties and responsibilities	<ul style="list-style-type: none"> To register and record student attendance in lessons. To ensure orderly entry and exit of classrooms. To instruct students regarding the work provided by their subject teacher. To supervise students in the classroom. To provide students with the necessary resources for their learning. To ensure a calm and purposeful atmosphere for working in the classroom. To manage resources effectively and ensure classrooms are left tidy for the next lesson. To follow school systems and procedures on behaviour management. Collect and return work. Routine reporting should be made via appropriate channels. Support the Inclusion/behaviour or other team during unallocated lessons, as required to support the operational needs of the school. Work with the AHT, Teaching & Learning to develop the service provided by the team, including engagement in professional development opportunities. To cover lunchtime duties as per timetable/ as required. To carry out exam invigilation when required, maintaining the rules set out by external examination boards and in-house regulators. To carry out other duties within the school, as required to meet the operational needs of the school, such as snack break/ morning and afternoon duties, supervising pupils in after school activities, off-site activities. Complying fully with all relevant Health and Safety regulations, Safeguarding procedures and Risk Assessments. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder. 		
Other requirements and responsibilities	Enhanced DBS clearance required.		





Person Specification

Role	Cover Supervisor	School/Department	Maiden Erlegh Chiltern Edge
Grade	Grade 4, SP7	Job evaluation code	MEC007
Qualifications, training and education	<ul style="list-style-type: none">NVQ Level 3 or equivalent.		
Experience	<ul style="list-style-type: none">Experience of working in a school or with young people is desirableExperience of exercising authority		
Skills and abilities	<ul style="list-style-type: none">Good general communication skills.Excellent time management and effective organisational skills.Ability to build positive relationships with students.Ability to command and show respect.Confidentiality at all times.Offering a firm but friendly approach and be self-confident in dealing with young people.A positive attitude.A sense of responsibility.Positive behaviour management.Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others);Ability or desire to drive the school minibus would be an advantage.		
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required</p> <p>This post requires the handling of some hazardous or dangerous chemicals under the COSHH regulations</p>		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	