



# **Forge Valley School**

## **Cover Supervisor**

## **Job Description**

<b>POST TITLE</b>	<b>Cover Supervisor</b>
<b>RESPONSIBLE TO</b>	<b>Leadership Team</b>
<b>GRADE/SALARY</b>	<b>Learning Development 3 Grade 4 Scale point 7 - 12</b>
<b>WORKING HOURS</b>	<b>32.5 hours per week, 39 weeks per year</b>
<b>CONTRACT TYPE</b>	<b>Permanent</b>

<b>Overview of Role</b>
A Cover Supervisor manages classes during short-term teacher absences, ensuring students complete pre-prepared work in a calm, controlled environment. The purpose of the role is to maintain learning continuity, allowing pupils to stay on task and behave appropriately.
<b>Responsibilities</b>
<p><b>1. SUPPORT FOR PUPILS</b></p> <ul style="list-style-type: none"> <li>• Use specialist (curricular/learning) skills/training/experience to support pupils.</li> <li>• Assist with the development and implementation of Individual Education Plans.</li> <li>• Establish productive working relationships with pupils, acting as a role model and setting high expectations.</li> <li>• Promote the inclusion and acceptance of all pupils within the classroom.</li> <li>• Support pupils consistently whilst recognising and responding to their individual needs.</li> <li>• Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.</li> <li>• Promote independence and employ strategies to recognize and reward achievement and self-reliance.</li> <li>• Provide feedback to pupils in relation to progress and achievement.</li> </ul> <p><b>2. SUPPORT FOR THE TEACHER</b></p> <ul style="list-style-type: none"> <li>• Work with the teacher to establish an appropriate learning environment.</li> <li>• Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.</li> <li>• Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.</li> <li>• Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> <li>• Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.</li> <li>• Undertake marking of pupils' work and accurately record achievement/progress.</li> <li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</li> <li>• Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents or as otherwise directed.</li> <li>• Administer and assess routine tests and invigilate exams/tests.</li> </ul>

- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

### **3. SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies eg literacy, numeracy, KS3, and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

### **4. SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/ work/ethics of the school.
- Undertake work for producing whole school displays as directed by Co Headteacher
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings
- Participate in training and other learning activities as required.
- Recognize own areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.
- Any other related duties as they may arise.

### **Culture and Behaviour**

- To set high expectations for pupils' behaviour and establish a clear framework for classroom discipline in line with school policy to anticipate and manage pupils' behaviour constructively and promote self-control and independence.
- Build a positive inclusive learning environment by implementing clear routines for classroom behaviour, promoting good and courteous behaviour both in classrooms and around the school, in accordance with the academy's behaviour policy.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Undertake duties before and after lessons and during break times to ensure positive pupil behaviour across the whole academy.

### **Communication and Collaboration**

- Develop effective professional relationships with colleagues, drawing on subject specialist support when required.
- Communicate any academic concerns about pupils to line-manager and raise pastoral concerns to the relevant Pastoral Leader.
- Work with any additional adults to support interventions for pupils with SEND, incorporating guidance provided by the SENDCo and external professionals.

### **Other Clauses**

- The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
- The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
- The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
- You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

### **Safeguarding**

We are dedicated to maintaining the highest standards of safeguarding and promoting the welfare of all our pupils. We expect every member of staff and all volunteers to share this commitment. Our recruitment process is thorough, fair, and consistent, aligning with the *Keeping Children Safe in Education* guidance, and includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and, where applicable, a prohibition from teaching check. Successful candidates must complete these requirements and notify us immediately of any subsequent convictions.

### **Equality, Diversity, Equity and Inclusion**

We strive to create an inclusive environment where every employee feels valued and empowered to bring their passion, creativity, and individuality to work. We celebrate all cultures, backgrounds, and experiences, firmly believing that diversity fuels innovation and excellence.

### **Specific Information Relating to the Post**

*Key stage info and any other information*

## **PERSON SPECIFICATION**

### **POST: COVER SUPERVISOR**

<b>QUALIFICATIONS AND EXPERIENCE</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>• Very good literacy/numeracy skills</li><li>• ICT - ability to use various Microsoft office software</li><li>• A GCSE grade C (or equivalent) or higher in Maths and English</li></ul>	<b>Desirable</b> <ul style="list-style-type: none"><li>• NVQ3 or equivalent qualification</li></ul>
<b>WORKING EXPERIENCE</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>• An understanding of working in a complex and busy environment</li><li>• Effective at timekeeping.</li><li>• Experience/ knowledge of using a wide range of software packages, e.g. Microsoft Word, Excel, Outlook and Access</li><li>• Ability to work effectively on your own initiative as well as part of a team</li><li>• Work constructively as part of a team, understanding classroom roles and responsibilities</li><li>• Has an awareness of pupils with special educational needs</li><li>• Can maintain trust and confidentiality when appropriate</li></ul>	<b>Desirable</b> <ul style="list-style-type: none"><li>• Experience of working with children and young people.</li><li>• Previous experience in an educational Environment</li><li>• Work constructively as part of a team, understanding classroom roles and responsibilities</li><li>• </li></ul>
<b>KNOWLEDGE AND SKILLS</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li><li>• Ability to relate well to children and adults</li><li>• Ability to communicate effectively both verbally and in writing</li><li>• To be able to work under pressure in a busy and diverse environment</li></ul>	<b>Desirable</b>
<b>PERSONAL ATTRIBUTES AND BEHAVIOURS</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>• Commitment to an ethos of high standards.</li><li>• Ability to work flexibly</li><li>• Commitment to teamwork</li><li>• Willingness to learn - e.g new IT Packages, to further knowledge</li></ul>	<b>Desirable</b>

<ul style="list-style-type: none"><li>• To maintain confidentiality</li><li>• Ability to demonstrate commitment to equal opportunities</li></ul>	
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**Other Requirements**

Successful candidate will be subject to an enhanced Disclosure and Barring Service Check.

Right to work in the UK.

Evidence of a commitment to promoting the welfare and safeguarding of children and young people.

Show a commitment and proactive approach to drive forward equality, diversity, equity, and inclusion.