

**Hadlow Rural Community School**

**Job Description**

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| **Post Title:** | **Cover Supervisor** |

This job description may be amended at any time following discussion between the Headteacher and member of staff in the light of any changes in the requirements and priorities of the School, and will be reviewed annually.

**Job Purpose**

* To supervise whole classes of students and ensure that set work is completed in the absence of the teacher.
* To provide cover for the short-term absence of teaching staff so that an effective and tailored approach to cover is delivered.
* To meet the specific needs of individual students, or a small group of students, as directed by teaching staff and in line with their statement of Special Educational Needs.
* To liaise with all relevant staff to support students’ progress and overall development.

**Areas of Responsibility and Key Tasks**

* Supervise students who are undertaking work that has been set by a teacher, in accordance with the school policy so that progressive learning continues.
* Collect completed work after the lesson and pass to the appropriate teacher.
* Report, as appropriate using the school’s agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
* Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment. Ensuring that the Behaviour for Learning policy is applied consistently in the classroom.
* Respond to any questions from pupils about process and procedures so they can continue with their set work.
* Deal with any immediate problems or emergencies in accordance with the school’s policies and procedures to ensure that student/employee safety is assured.
* To support individual students in the classroom or small groups of students, as required.
* To provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
* To deliver local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of students’ skills.
* To use ICT effectively to support learning activities and develop students’ competence and independence in its use.
* To provide a range of support to teaching and learning activities, e.g. supervision of the Withdrawal Room, Exam Support and offering support to curriculum areas (displays or other resources).
* To provide support to the school administrative team as and when required
* To support the implementation and use of the school Learning Resource Centre (LRC)

This description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exhaustive definition. It may be subject to modification and the post holder may be required to undertake additional duties as required by the Headteacher

**Signed and agreed:**

**Name: Date:**



**Person Specification**

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| **Post Title:** | **Cover Supervisor** |

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|  | **Qualifications** | **Essential** | **Desirable** |
| 1. | Level 3 or equivalent qualification |  | **√** |
| 2. | Training relevant to supporting students’ academic progress |  | **√** |
| 3. | Training relevant to supporting students’ pastoral care |  | **√** |
| 4. | Further Accredited qualifications and CPD |  | **√** |
| 5. | Maths and English Grade A-C at GCSE or equivalent | **√** |  |
| 6. | First aid |  | **√** |
|  | **Professional Development** |  |  |
| 1. | Evidence of relevant CPD | **√** |  |
| 2. | Demonstrating an active role in the school | **√** |  |
| 3. | Evidence of leading CPD for others |  | **√** |
| 4. | Demonstrating an active role in the wider community |  | **√** |
|  | **Experience** |  |  |
| 1. | Experience of working in secondary schools | **√** |  |
| 2. | Experience of assessing student progress | **√** |  |
| 3. | Experience of working with students with additional educational needs | **√** |  |
| 4. | Evidence of good outcomes for pupils in your care | **√** |  |
| 5. | Leading teams of staff to success |  | **√** |
| 6. | Experience of using school MIS systems (SIMS) |  | **√** |
|  | **Knowledge & Skills** |  |  |
| 1. | Ability to work successfully with young people of all ages and abilities | **√** |  |
| 2. | Ability to work as part of a team | **√** |  |
| 3. | Ability to relate well to children and adults | **√** |  |
| 4. | Understanding of equal opportunities issues in an education context | **√** |  |
| 5. | An understanding of safeguarding and Child Protection and its importance within a School environment. | **√** |  |
|  | **Personal Attributes** |  |  |
| 1. | Organisational ability and a reflective practitioner | **√** |  |
| 2. | Flexibility, enthusiasm and commitment | **√** |  |
| 3. | High expectations of students and high standards of your own work | **√** |  |
| 4. | Suitable to work with children. | **√** |  |
| 5. | An excellent attendance record | **√** |  |