

# Cover Supervisor

## Job Description

### **Purpose of the Post:**

To provide cover for absent teachers and deliver whole class teaching.

### **Duties and Responsibilities:**

- Cover lessons in the absence of the timetabled teacher.
- In accordance with set cover work, deliver lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Supervise and support pupils ensuring their safety and access to learning.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the academic potential of all students.
- Establish good working relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to act independently as appropriate.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Ensure that the resources required to effectively deliver the covered lessons are available.
- In liaison with the teacher, use strategies to support pupils to achieve learning goals.
- Promote and maintain discipline in accordance with the rules and behaviour policy of the trust.
- Ensure that homework is set, where appropriate, and monitored.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- Collect completed work at the end of the lesson and return it to the appropriate teacher / subject leader.
- Monitor pupil responses to learning activities and accurately record pupil achievement/progress as directed.

- Provide detailed and regular feedback to teachers/whole school staff that progresses learning and assist the teacher to devise suitable learning targets for the pupils.
- Have the responsibility of maintaining records in an agreed format with the teacher/SENCO, contributing to the reviews of systems/records as necessary.
- Administer routine primary tests and invigilate exams and undertake routine marking of pupil's work and accurately recording achievement/progress.
- Supervise students on visits, trips and out of school activities.
- Maintain records as requested by the subject leader.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Attend meetings / training and carry out specified administrative tasks and duties.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Supervise pupils on visits, trips and out of school activities as required.
- Support curriculum coordinators in the development and maintenance of resources.
- Work flexibly to meet the changing needs of the trust
- Carry out any other reasonable duties as requested by the Senior Leadership Team and Headteacher.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures

# Cover Supervisor Person Specification

CRITERIA	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> <li>• Grade C / 4 or above in GCSE English and Mathematics.</li> <li>• Experience of working within a similar role.</li> <li>• Training in/willingness to undertake first aid training as appropriate.</li> <li>• SEN experience.</li> <li>• Significant experience of working in a school environment. To have experience of covering the class in the absence of the class teacher, being able to deliver a range of learning activities and direct other staff and pupils appropriately or to be able to show through observation that you are able to do this.</li> <li>• To be able to follow a lesson plan and deliver a lesson from a plan using your working knowledge of the National Curriculum and your Literacy, Numeracy and ICT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieved or working towards an NVQ Level 2 / 3 for teaching assistants or equivalent qualification.</li> <li>• Relevant Personal Development.</li> <li>• Evidence of strong teaching ability</li> </ul>	
CRITERIA	<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities.</li> <li>• Ability to build effective working relationships with all pupils and colleagues.</li> <li>• Ability to promote a positive ethos and role model positive attributes.</li> <li>• Excellent personal numeracy and literacy skills.</li> <li>• Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.</li> <li>• Understanding of inclusion, especially within a school setting.</li> <li>• Ability to develop pupil understanding in a wide range of academic and social areas, through targeted interventions and classroom support, to show continued progress within the curriculum.</li> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.</li> <li>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.</li> <li>• Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of relevant policies/codes of practice/legislation.</li> <li>•</li> </ul>	