



Hillcrest School & Sixth Form Centre

JOB DESCRIPTION

Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title:	Cover Supervisor
Department / Location:	Support Staff
Accountable to:	Assistant Headteacher (Teaching & Learning)
Salary Grade / Range:	Grade 3

Job Purpose

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff. Including implementing work programmes, managing pupil behaviours and assisting pupils in relevant activities in line with the school's policies and procedures.

Work Performed

Cover Supervisor

- Establish constructive relationships with students and interact with them according to their individual needs.
- Manage the behaviour of pupils in line with the Getting It Right Policy whilst they are undertaking this work to ensure a constructive environment.
- Supervise cover work that has been set in accordance with school policy.
- Help students complete work set when covering a lesson.
- Respond to any questions from pupils about process and procedures but excluding lesson content.
- Use a range of effective strategies to manage behaviour and support learning.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back to the teacher as appropriate on the behaviour of pupils during the class, and any issues arising
- Use school IT Systems to take registers and input behaviour and safeguarding information.
- Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser.
- Contribute to the overall ethos/work/aims of the school
- To provide cover as needed for out of school clubs before/after school.
- To be a visible and pro-active part of the duty system throughout the day in terms of before and after school and during break time.
- Support with invigilation of exams.

Other

- To be responsible for weekly submission of own timesheet.
 - To attend and participate in meetings, parents evening and school events as required.
 - To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
 - To comply with and actively promote all school policies.
 - To deal with all telephone and personal enquiries (internally and externally) efficiently and effectively, in a way that promotes a positive image of the school.
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.

Responsibilities**Safeguarding**

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the jobholder's line manager.

People

- No specific responsibility for people, however the jobholder must observe their safeguarding, health and safety, confidentiality, data protection and equality and diversity obligations, as set out in this job description.

Financial

- No financial responsibility other than a responsibility to report to the Headteacher any financial risks identified e.g. cash not secured, potential theft or impropriety.



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PERSON SPECIFICATION

Job title:	Cover Supervisor
Department / Location:	Support Staff
Accountable to:	AHT (T&L)
Salary Grade / Range:	Grade 3
Experience	<ul style="list-style-type: none">• Have experience of supporting students in education.• Experience of whole class supervision.• Have knowledge/experience of and use of a range of effective strategies to manage behaviour and support learning.
Skills and Abilities	<ul style="list-style-type: none">• Ability to facilitate learning in the classroom through the delivery of the lesson plan set by the teacher• Demonstrate a passion for student achievement and ability to motivate pupils• Proven interpersonal and communication skills to deal effectively with staff and students.• Ability to deal sensitively and effectively with students with complex needs• Able to work under pressure.• Good organisational skills and has the ability to organise work schedule• Ability to work on own initiative with minimum supervision• Ability to set and maintain high standards• Ability to safely manage classroom activities, the physical learning space and classroom resources.• Ability to relate to and work with young people.
Education and Qualifications	<ul style="list-style-type: none">• A*-C in GCSE or equivalent in English and Maths• First Aid certificate
Other Requirements	<ul style="list-style-type: none">• Must be able to work flexibly and within contracted hours• Attendance at meetings, INSET, parent's evenings and school events as required.• Ability to demonstrate an understanding of policies and procedures in relation to Child Protection/Safeguarding, Health and Safety, Equal Opportunities, Data Protection and Confidentiality within the school environment.