

**JOB DESCRIPTION**

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| **Job Title:** | Cover Supervisor |
| **Grade:** | G |
| **Hours:** | 37 hours per week |
| **Working Weeks:** | 43 weeks per year |
| **Responsible to:** | Assistant Headteacher |
| **Direct Supervisory Responsibility for:** | None |
| **Indirect Supervisory Responsibility for:** | None |
| **Important Functional Relationships:** | Internal: Cover Coordinator, Business Manager, Headteacher, Heads of Faculties, Teachers, Students, Teaching Support Staff, SENDCo  External: Governors, Parents, Parents, Visitors to the School |

**Main purpose of the job**

To provide lesson and registration cover to facilitate students’ learning during the short-term absence of teachers; ensuring good order is maintained in the classroom and students keep to task.

To work under the guidance of an assigned Head of Faculty, adhering to the schools policies and procedures at all time.

**Duties and responsibilities:**

1. To liaise daily with the Cover Coordinator in order to effectively plan cover work for the day.
2. To establish constructive relationships and effectively communicate with teaching staff and Heads of Faculties with regard to cover requirements for short-term teacher absence.
3. To use the work provided by the classroom teacher or Head of Faculty in order to provide instruction and assist students in developing knowledge and skills.
4. To check and record student attendance and absences. To report all absences in accordance with the schools’ recognised absence reporting procedures.
5. To respond to questions from students relating to the work provided to ensure a constructive working environment.
6. To encourage students to interact and work co-operatively with others and engage all students in activities.
7. To build and maintain supportive relationships with students, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all students; recognising and responding to their individual needs.
8. To ensure an orderly and constructive environment for learning; encouraging students to take responsibility for their own behaviour.
9. In line with the school’s behaviour management policies and procedures; to promote positive values, attitudes and good student behaviour, and deal promptly with conflict and incidents.
10. To collect students’ work at the end of the lesson and return to the appropriate teacher or teacher’s representative in accordance with the school’s teacher cover policies and procedures.
11. To be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources accounted for and stored securely when not in use.
12. To provide objective and accurate feedback and reports as required to the teacher regarding student achievement, progress and other matters; keeping and updating records as required.
13. To report back to the teacher (or appropriate representative in the teacher’s absence) any issues that may have arisen including problems with pre-set work, behavioural issues, concerns etc.
14. To carry out administrative tasks associated with all of the above duties.
15. When not timetabled to provide classroom cover for the full day;
    1. To undertake administrative duties as directed.
    2. To support learning in other classes.
    3. To undertake student supervision duties at break and lunchtimes.
16. To attend morning staff briefing meetings and departmental meetings to remain fully aware of teacher absences and the schools’ changing requirements for teacher cover.
17. To attend after school staff meetings and school-based training as required.
18. To contribute to the overall ethos of the school.
19. To be aware of and work in accordance with the school’s safeguarding policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
20. To be aware of and adhere to all relevant school working practices, policies and procedures e.g. Single Equalities Scheme, Staff Code of Conduct, Health and Safety Policy and Data Protection.
21. To maintain confidentiality of information acquired in the course of undertaking duties for the school.
22. The post holder is responsible for their own self-development on a continuous basis, undertaking training as appropriate.
23. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: March 2019

Job Description prepared by: School Business Manager

Job Evaluation: CYSH 060

**PERSON SPECIFICATION**

**Job title:** Cover Supervisor

**Prepared by:** Business Manager

**Date:**  Updated March 2019

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Relevant Experience** | At least 2 years experience of working with students or young people in a professional environment. | Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist student groups. | Application form  Interview. |
| **Education & Training** | Attainment of GCSE’s grade C or above in English & Maths (or able to demonstrate equivalent numeracy & literacy skills to a level 2 standard of education). | Student behaviour management training.  Appropriate first aid training.  Teaching Assistant qualification, or equivalent qualification/experience. | Application form.  Interview. |
| **Special Knowledge & Skills** | Up-to-date ICT skills.  Good listening & communication skills.  Practical skills relating to planning and utilising individual learning programmes. | Awareness of the SEN Code of Practice.  Knowledge of specific curricular area or key stage. | Application form  Interview. |
| **Any Additional Factors** | Self-motivated and able to use initiative, whilst working constructively as part of a team.  Ability to engage with and build an excellent rapport with young people.  Confident and highly organised, with the ability to work to deadlines.  Possess excellent interpersonal skills.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. | Understanding of principles of child development and learning processes. | Interview. |