



## Job Description

### Cover Supervisor

#### Job Purpose

- To support teaching and learning by supervising whole classes during the short-term absence of teachers.
- To support the wider aims of King Alfred's in line with the relevant School Development Plan

#### Main Duties:

Support the absent class teacher by:

- supervising whole classes undertaking pre-planned learning activities which have been set in accordance with school policy on cover arrangements
- collecting finished work or homework as necessary and returning it to the class teacher
- promoting positive attitudes and high standards of behaviour, dealing promptly with conflicts and incidents using the school's agreed Behaviour Policy
- reporting any behaviour issues or other matters in line with the school's policy, to include discussions leading to agreed outcomes between relevant agencies and student(s).
- taking registers in accordance with current legal requirements
- maintaining the role of Tutor during am/pm registration

#### Support students by:

- enabling students to access Learning in response to Lesson Plan provided by absent teacher/faculty
- engaging with students to provide general guidance/advice about all aspects of teaching and learning. Knowing where to direct them if unsure
- establishing good working relationships with students, acting as a role model and setting high expectations of behaviour
- promoting and enabling the inclusion of all students within the classroom: in conjunction with an awareness of school's SEN registers; Pupil Premium students; FSM students and current interventions.
- providing a consistent approach whilst responding to individual students' needs
- encouraging students to interact and to work co-operatively with one another
- promoting independent learning
- using agreed policies to recognise and reward achievement
- when standing in for their Tutor – support students as their mentor for the day(s)

#### Support the curriculum by:

- helping students to access pre-planned learning activities
- ensuring that students have the necessary equipment and resources to participate in the lesson.

#### Support the school by:

- establishing good working relationships with all members of King Alfred's staff
- establishing good student relationships
- keeping up to date and complying with policies and procedures relating to:
  - Child Protection
  - Health and Safety
  - Confidentiality and Data Protection
  - Behaviour
- recognising different needs and ensuring that all students have equal opportunities to learn and develop
- contributing to the overall ethos and aims of the school
- proactively maintaining the school's policy with regard to student uniform

**Other duties:**

- The Cover Supervisor will be expected to attend an annual Performance Management Interview, school and departmental meetings, training or INSET sessions: as directed by the Cover Manager or appropriate line management.
- To comply with all Health & Safety requirements.

**Reporting lines:**

This post reports to the Cover Manager.

This post has no responsibility for the management of other staff.

**PERSON SPECIFICATION**

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/Training	Evidence of further personal and professional development	
Experience	Experience of working as part of a team  Proven track record of raising standards in own field of work  A willingness to learn and develop ICT skills	Experience of working with children  Experience of ICT
Skills/Attributes	Effective interpersonal skills  Ability to take instruction and a passionate desire to learn new skills  Sound organisational skills  Ability to promote the enjoyment, engagement and success of students in the target audience	
Personal Qualities	Ability and willingness to work to get the best from all students  Ability to analyse and review objectively  Flexibility and patience  Commitment, enthusiasm and energy  Commitment to own personal and professional development  Willingness to be involved in the wider life of the school community  Ability to work independently and show initiative  A sense of humour	

