

**JOB DESCRIPTION**

**Job Title: Cover Supervisor**

**Level:** Grade 5, SCP 8 - 14

**Responsible to:** Exams and Data Manager/Vice Principal

**Key Purpose:**

* To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher.
* To liaise with teachers regarding work for lessons and provide feedback about completed work.
* To support the learning of pupils, recognising individual needs, manage the behaviour of pupils and keep pupils on task.

**Main Responsibilities**

* Liaise with the Exams and Data Manager for cover assignments.
* Liaise with teachers / subject leads regarding work for lessons.
* Establish good working relationships with pupils.
* Set a good example to pupils through your presentation and personal/professional conduct.
* Supervise pre-prepared activities and self-directed learning in the short-term absence of teachers to provide continuity of learning for pupils.
* Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
* Promptly complete an accurate register for each lesson covered.
* Provide consistent support to all pupils, responding appropriately to individual pupil needs.
* Promote inclusion and acceptance of all pupils.
* Manage the behaviour of pupils whilst they are undertaking work by maintaining a purposeful learning environment and encouraging pupils to take responsibility for their learning.
* Collect any completed work after the lesson and return it to the appropriate teacher.
* Feedback as appropriate to teachers and pupils using agreed referral procedures on the behaviour during the class, any issues arising, and utilise the school’s rewards systems as appropriate.
* Utilise the school’s escalation procedures to deal with any emergencies or other issues which may arise in the lesson.
* Attend staff training days and CPD sessions when necessary, some of which may be outside normal working hours or in closure periods.
* Have a commitment to the safeguarding and wellbeing of all pupils, and fully comply with school policies and procedures relating to safeguarding and child protection.
* Have regard for, and comply with, all other school policies and procedures.
* If not required for cover, provide additional capacity in other areas of school life, including teaching assistant cover, break / lunch duties, educational visits, invigilation, inclusion, reflection, first aid, and administrative tasks.
* Undertake other reasonable duties, commensurate with the responsibility of the role, as directed by the Principal.

**PERSONAL SPECIFICATION**

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| **Attributes** | **Criteria** | **Essential / Desirable** | **How Identified** |
| **Experience** | Minimum of two years’ experience of working with young people.  Experience of working in a 11-16 school.  Experience of using Arbor or similar MIS. | E  D  D | A / I / R  A / I / R  A / I |
| **Education & Training** | Minimum of 5 GCSEs (including English and Mathematics) at grades 9-4 / A\*-C.  Minimum of 3 good A Levels in any subject, or relevant vocational training at Level 3.  Ongoing record of professional development.  Willingness to participate in relevant training and development opportunities.  First aid training, or a willingness to undertake appropriate training. | E  E  D  E  E | A / C  A / C  A / I  A / I  A / C / I |
| **Professional Knowledge and Skills** | Understanding of inclusion.  Ability to work with, and support the learning needs of, individual and/or groups of pupils.  General understanding of the national curriculum.  Ability to build effective relationships with pupils and colleagues.  Ability to promote a positive ethos and role model positive attributes.  Ability to support individual learning needs.  Excellent understanding of technology.  Understanding the role of reflection in improving practice.  Excellent written and verbal communication skills.  Ability to respond to situations which may arise in the classroom.  Excellent interpersonal skills. | E  E  D  E  E  E  E  E  E  E  E | A / I / R  A / I / R  A / I / R  A / I / R  A / I / R  A / I / R  A / I / R  A / I / R  A / I / R  A / I / R  A / I / R |
| **Personal Qualities** | A total commitment to safeguarding.  Ability to demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.  Ability to work both independently and collaboratively with colleagues, knowing when to seek help and advice.  Excellent record of attendance, punctuality and reliability.  Ability to liaise sensitively and effectively with parents.  Enthusiasm for working with young people.  Empathy for, and understanding of, young people.  Ability to be resilient.  Ability to maintain integrity and confidentiality.  Willingness to contribute to wider school life. | E  E  E  E  E  E  E  E  E  D | A / I / R  A / I / R  A / I / R  R  A / I / R  A / I / R  A / I / R  A / I / R  A / I / R  A / I / R |

**Key**

E Essential

D Desirable

A Application

C Certificates

I Interview / Exercise

R Reference