

# Cover Supervisor

## Job Description

**Normal place of work:** Phillips High School, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** 8.00 to 4.00pm – Monday to Friday – Term Time Only plus 5 days.

### PURPOSE OF THE POST

- To provide classroom supervision of pupils in the absence of a teacher. To engage in general duties when not used to cover lessons.

### MAIN DUTIES AND RESPONSIBILITIES

- Provide classroom supervision in the absence of a teacher, in accordance with the school's policy.
- Manage the behaviour of pupils whilst they are undertaking work, ensure a constructive environment following the School's Behaviour Policy
- Communicate work set by the teacher to the pupils, responding to any questions from them about process and procedures.
- Communicate feedback from the covered lesson and ensure all completed work is returned to the teacher.
- Uphold the school ethos, rules and regulations.
- Oversee the distribution and collection of books and other equipment as directed by the teacher, when not required to provide cover for absent teachers, and when covering a class.
- Invigilate examinations to the required standard.
- Maintain the rules set out by the external examination boards and in-house regulators when invigilating examinations or when providing reader/scribe support to pupils.
- Attend school trips when required

### GENERAL DUTIES

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- Assisting with hospitality for visitors/events when required.
- To provide ISA support for individual or small groups of pupils.
- To be aware of and comply with all School Protocols, Policies and procedures including Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support the work of classroom teachers when not deployed directly covering a class.
- To support general school administration when demand for cover is low.
- To support and contribute to the creation and maintenance of classroom displays.
- To undertake duties as part of the school's duty system (including break and lunch).

- To accompany students on trips, visits and other educational activities.
- To support the school "on call" system to remove pupils from lessons.
- To support the attendance team.
- To act as a First Aider for which training will be provided.
- To provide emergency cover when required.
- Contribute to the school ethos, aims and the development/improvement plan.
- To take part in whole school INSET/Twilight activities/training to enhance job effectiveness

The postholder will be expected to undertake other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a Cover Supervisor

Note The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

# 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		
<ul style="list-style-type: none"><li>• Minimum 5 GCSE's grade A* - C or equivalent, including Maths/English</li><li>• Experience of supervising staff or young people.</li><li>• Experience of working in a school or with young people.</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>• Excellent organisation skills and time management.</li><li>• Good communication skills, both oral and written.</li><li>• Ability to work constructively as part of a team, understanding the classroom role and responsibilities and your own position within these.</li></ul>		<ul style="list-style-type: none"><li>• Knowledge and use of ICT skills.</li></ul>