

Job Description: Cover Supervisor

1. JOB PURPOSE:

To supervise pupils and their work when teacher is absent.

The role involves taking sole charge of a group of pupils as required; there will be a system of supervision in place from qualified teachers in case of any difficulties.

To support the organisation and administration of daily cover, in conjunction with the Cover & Data Manager.

2. MAIN RESPONSIBILITIES, TASKS AND DUTIES

1. In accordance with DfE recommendations the postholder should be familiar with the full range of school policies, particularly those regarding health and safety, equal opportunities and special educational needs.
2. The postholder should have the necessary skills to manage safely classroom activities, the physical learning space and resources for which they are responsible as advised by the DfE.
3. DfE recommends postholders have an understanding and ability to use a range of strategies to deal with classroom behaviour, as a whole and also individual behavioural needs. The postholder must manage the behaviour of pupils whilst they are undertaking the work to ensure a constructive environment.
4. Supervise work that has been set in accordance with the school policy.
5. Respond to any questions from pupils about process and procedures.
6. Deal with any immediate problems or emergencies according to the schools' policies and procedures.
7. Collect any completed work after the lesson and return it to the appropriate teacher.
8. Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during class and any issues arising.
9. Organise daily cover, including liaison with supply agencies, and room changes, in conjunction with the Cover & Data Manager, during their absence or periods of peak workload.
10. To promote, support and contribute to the ethos, vision and values of the school and Trust'

3. MANAGEMENT OF PEOPLE/SUPERVISION OF PEOPLE

No direct line management responsibilities

4. CREATIVITY AND INNOVATION

Postholder must understand and utilise a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.

5. CONTACTS AND RELATIONSHIPS

Direct contact with pupils, Headteacher and other employees at the school.

6. DECISIONS

Discretion – The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

Consequences – Impact would be to a child or group of children and should be easily identified and rectified.

7. RESOURCES

The postholder has no responsibility for resources.

8. WORK ENVIRONMENT

- a) Work demands – Tasks may be interchanged but overall programme is not interrupted.
- b) Physical demands – School based, limited physical effort required.
- c) Working conditions – Work normally performed in a heated, lit and ventilated environment; may be exposed to moderate noise.
- d) Work context – Potential risk to wellbeing through management of pupil behaviour. The postholder may have limited exposure to abuse, aggression from pupils, parents and carers.

9. KNOWLEDGE AND SKILLS

GCSE or equivalent in 3 – 5 subjects to include Maths and English.

1 years' experience in a school environment.

Postholder must be aware of and adhere to school Health and Safety policy.

10. GENERAL:

Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

All staff have a responsibility to safeguard and promote the welfare of children and young people.

Requirements for the post:

| Qualifications/Training | Essential | Desirable |
|---|------------------|------------------|
| GCSE or equivalent in 3 – 5 subjects to include Maths and English | ✓ | |

| Knowledge | Essential | Desirable |
|---|------------------|------------------|
| Postholder must be aware of and adhere to school Health and Safety policy | ✓ | |
| Safeguarding | | ✓ |
| Data Protection including GDPR | | ✓ |

| Experience | Essential | Desirable |
|--|------------------|------------------|
| Working within a school environment for one year | | ✓ |

| Competencies | Essential | Desirable |
|--------------------------------|------------------|------------------|
| Excellent interpersonal skills | ✓ | |
| Self-motivated | ✓ | |
| Team worker | ✓ | |
| Conscientious | ✓ | |
| Attention to detail | ✓ | |
| Ability to work to deadlines | ✓ | |
| Good communication skills | ✓ | |