MAPLEFIELDS

Job Description: Cover Supervisor **Grade**: G - fixed point 12

Reports to: Head Teacher /Deputy Head Teacher **Date:** January 2023

Purpose of Job:

- To provide sole charge supervision of classes in the absence of a regular teacher, presenting pre-prepared plans for education and supporting and facilitating learning.
- To provide cover supervision for 1:1 and small groups as above.
- To invigilate tests/exams as required and under direction of the school's Exams Manager/Officer.

Job Context:

Cover Supervisors take responsibility for classes when teachers are absent because of sudden illness or other events which take them away from the classroom, for instance, meetings, exam cover, preparation and planning time (PPA), school trips and anything which may leave a class unattended by their regular or a qualified teacher.

Main Responsibilities:

- Delivering lessons to pupils
- Managing the behaviour and learning of the group
- Assessing the development, progress and attainment of pupils
- Providing feedback on the development, progress and attainment of pupils

Cover Supervisors are expected to be able to ensure the delivery of pre-planned work for all areas of school curriculum. They set the students tasks/pre-prepared work, which should be provided for them from the absent teacher or from an appropriate member of the teaching staff. They return the work carried out and report back to that teacher on progress made during the sessions they cover. Feedback will include issues about behaviour, positive and negative, and any other concerns or information the jobholder has need to pass on to a relevant member of teaching, pastoral or administrative staff (this could be information on student absence or illness etc.) Since cover may be required to cover emergency situations preparation time is often limited for the job holder.

A Cover Supervisor may have a primary role as a teaching assistant and take on their Cover Supervisor role as and when cover is necessary.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

- Responsible for the delivery of the tasks and management of the behaviour of students in lesson time as directed in the absence of a regular teacher or other qualified member of the teaching staff in order to minimise the disruption to study such absences may cause.
- Support and help students of all abilities and diversities with reading, writing and mainstream classroom work across all areas of the curriculum as appropriate to the post and to the individual student.
- Ensure the health and safety of students during cover sessions as specified by national guidelines and school policy. Monitor the welfare of individual students if necessary, reporting back to teaching, pastoral or administrative staff or taking appropriate action to resolve concerns if possible.
- Provide detailed feedback to teaching staff so that they are able to follow up their absence with appropriate work and actions and address any issues that may have arisen during the Cover Supervisor's session in order to maintain a consistent and coherent programme for the students.
- Check student attendance (which may include formal registration) in the class being supervised and report back to teaching, pastoral or administrative staff regarding any concerns about attendance or other issues noted so they can be appropriately addressed.
- Where applicable ensure that students are given tasks or activities approved by the school for registration periods when curriculum work is not taking place or those times when work is finished before the end of a session.
- Follow the school's behaviour policy and maintain the standards of behaviour as much as possible and as appropriate to the post to support a controlled, safe and comfortable environment for students and staff.
- Provide support to departments and teachers when classroom supervision is not required as a valuable resource for backing up the learning environment and to build good working relationships with staff and students.
- Where applicable to the school setting undertake the invigilation of internal and external examinations as required to help ensure examinations are supervised in an appropriate manner.
- Teach classes according to the school's curriculum, and policies for behaviour management and teaching and learning.
- To communicate effectively in order to prepare for and feedback following cover teaching.
- To work in partnership with staff and parents to identify and address pupil concerns.
- Act as a role model, setting high expectations of conduct and behaviour.
- Receive instruction and guidance from the SENCo/Teachers regarding the academic targets to be set for pupils.
- To encourage pupils to develop social and independence skills whilst providing support when it is needed.
- Attend meetings and training sessions as required.
- Be involved in extra-curricular activities, e.g. open days, presentation evenings.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own development needs.

Line Management:

Head Teacher/Deputy Head Teacher.

Knowledge, Experience, Training:

The minimum knowledge/training/experience required for the effective performance of the job are as follows:

- Good level of education at least to GCSE 9-4 (A-C) level and appropriate for school setting so as to be able to relate to curriculum studies at an appropriate level to monitor and supervise curriculum studies.
- Demonstrable ability to interact with and deal with students. This may include work or life experience in dealing with children and young people from previous jobs or roles in a work-related environment.
- Good understanding and good empathy with school age children and the range of behaviours (sometimes challenging) often exhibited by them (people managing skills).
- Able to interpret work plans, organise the presentation of work at short notice and draw on experience to adapt situations to different circumstances.
- Good organisational skills and able to work flexibly.
- Good team worker and able to use own initiative.
- Basic IT skills including Word, Excel, PowerPoint, emailing.

Cover Supervisors undertake on-the-job training by observing teachers at work and discussing work with them. The post holder will take relevant training courses when available. The job will require the post holder to attend Classroom Management and Behaviour Management training and refresher courses. In line with school policy, Cover Supervisors will be required to undertake Team Teach 12-hour training and required refresher updates showing competency and a commitment to the safeguarding of pupils at all times.

A DBS check is mandatory for this role.

Supervision and work planning:

The jobholder will receive work on a daily basis to cover for teacher absence. There are up to 6 potential teaching sessions in this school and job holders will be allocated sessions according to needs. Teaching staff will leave/give them directions about the work to be covered by students although they may have to embellish that work where instructions are brief or emergency cover is required.

There are occasions when absence is known of beforehand and the jobholder has more time to look at prepared work and plan the presentation of that work for the session.

If there is time where no cover supervision is required you are expected to find work in departments when they have no individual session to cover to support teaching and learning throughout the school.

Below you will find three examples of the nature of interpersonal skills the post holder will be required to use to fulfil the job requirements.

1. High levels of interpersonal skills are crucial to carry out this job effectively. The jobholder needs to keep discipline with groups of students or individuals within a group who may take advantage of their temporary role. They must pitch their communication skills at the right level for each group and circumstance. They will build up relationships (and knowledge) as

time goes on, but have very little time on a daily basis to prepare for groups because of the reactive nature of cover supervision.

2. An appearance of confidence, assertiveness and decisiveness is crucial. As well as interacting with groups, the jobholder will have one to one interaction with students to steer on work, discuss personal problems or behavioural issues or simply chat with. Their role involves encouraging, directing, motivating and persuading students to do the work at hand and behave in an appropriate manner.

3. The jobholder works with the teaching staff as closely as possible before cover sessions begin to discuss work to be covered, and following sessions to give feedback and discuss issues. Good working relationships (teamwork) will help present a united front to students and help the jobholder's work in the classroom.

School Policy and Practice:

Outside working – there will be outdoor periods where children play within a designated area. This is, however, controllable and flexible and children or staff would not be expected to stay outside and endure poor weather conditions for prolonged periods.

Other policies and practices to be taken into consideration are listed below but not limited to.

- Health and Safety procedures and policies within the school.
- School Behaviour Policy and discipline and reward system including Team Teach and Restraint policy.
- Instructions left by absent teacher.
- Child Protection Act.
- Data Protection Act/GDPR.

Health and Fitness:

The job involves more standing and walking around than is normally experienced in an office environment. Practical subjects such as PE (where qualifications permit a Cover Supervisor to be used) may involve lifting of equipment etc.

There is a potential risk of receiving verbal or physical abuse from students. In some instances, a student may need to be physically restrained. There are school policies and procedures in place to guide staff on dealing with potential or actual violence and incidents would follow an escalation process until it reached a level that would be dealt with by senior staff members. Jobholders should be trained appropriately before they carry out any heavy lifting or similar actions related to Health and Safety.