JOB DESCRIPTION

Job Title: Cover Supervisor

Grade: SECAT Unqualified Teacher Scale

Hours: Full time

Responsible to: Assistant Headteacher

Liaison With: SLT, Heads of Faculty, Heads of Key Stage, SENCOs,

KEY ROLE:

To cover lessons for teaching staff in their absence. When not covering lessons the Cover Supervisor will be expected to engage in activities as detailed below:

MAIN DUTIES AND RESPONSIBILITIES

- To take responsibility for groups or classes of students in the short-term absence of their usual teacher. In this context, the Cover Supervisor will be responsible for:
  - supervising work that has been set in accordance with school policy;
  - liaising with teaching staff with regard to work set for a class;
  - managing the behaviour of students to ensure a constructive environment whilst undertaking work;
  - responding to any questions from students about process and procedure;
  - dealing with any immediate problems or emergencies in accordance with the school's policies and procedures;
  - collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader;
  - reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising;
  - Student registration of a class.

- In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction.
- To support the work of one or more curriculum areas.
- To take part in whole school INSET activities to enhance job effectiveness.
- To accompany students on trips, visits and other educational activities.

- To undertake a ‘duty’ as part of the school’s duty system (including break and lunch)
- Support the work of classroom teachers when not deployed directly covering a class
- Support and contribute to the development of an “activity bank” of resources.
- Support and contribute to the creation and maintenance of classroom displays
- Invigilate internal and/or external examinations
- To act as a First Aider, for which training will be provided
- To support general school administration when demand for cover is low. The post holder will be expected to undertake other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a Cover Supervisor. This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.

General

- Attend school events as required
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines
- To deal with correspondence promptly and as required
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all Trust policies and procedures are followed
- To ensure that all duties and services provided are in accordance with the Trust’s Equality Diversity and Inclusion Policy and practices in respect of both employment issues and the delivery of services to the community
- To ensure that all duties and services provided are in accordance with the Trust’s Data Protection Policy and practices and reporting to the DPO any concerns or requests
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Post Holder's Name: …….……..

Signature: …….. Date: ……

Line Manager's Name: …….

Signature: …….. Date: ……

Job Role
Person Specification

	Essential	Desirable
Qualifications	• Degree qualification • Level 5 or above (or equivalent) in GCSE English, Maths and Science	
Experience	• Experience of working with groups of pupils or young adults	• Experience of working within a school environment
Knowledge and Skills	• High level of ICT • The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) • Understanding of relevant and appropriate behaviour management strategies in the classroom • Able to understand the Statutory National Curriculum requirements across the relevant sector • Monitoring, recording of a subject area, • Understand the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND as well as Safeguarding & Child Protection; • The positive links necessary within school and with all its stakeholders; • Ability to prioritise work effectively • Ability to work flexibly to meet deadlines and respond to unplanned situations • Ability to respond positively to and actively support Senior Management within the Trust • Promote the school's and Trust's aims positively, and use effective strategies to monitor motivation and morale; • Develop good personal relationships across the school and the Trust with all staff groups;	•

	• Establish and develop close professional relationships with children, parents, governors and the Trust's community; • Communicate effectively (both orally and in writing) to a variety of audiences; • Create a happy, challenging and effective learning environment. • Ability to work as part of a team	
Personal Qualities	• Able to maintain confidentiality in all circumstances • Proactive approach to work being responsive, empathetic and supportive to all within the school • Able to establish effective relationships with those working in and with the school • Ability to build and form good relationships with colleagues and students • Understand the importance of physical and emotional wellbeing of staff and pupils • Have a sense of humour	• Able to contribute new ideas and ways of working