



Job Description & Person Specification

Cover Supervisor

Grade 4 SCP 12-17

Full-time (36.66 hrs per week), Term time plus one week

Broad Responsibilities:

To work under the guidance of senior teaching staff to provide cover for planned and unplanned absence of teachers, ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment. To provide additional support as directed by the Deputy Headteacher. To provide cover to lessons, duties and other school operations as directed by the Deputy Headteacher.

Principle Duties:

1. Provide classroom cover for teaching staff who are absent (covering short term absences), whether it be whole groups, large or small class settings.
2. Maintain an orderly and purposeful environment in which students can complete work set by the classroom teacher/department.
3. Implement the Academy's Behaviour Policy consistently and all other relevant Academy policies.
4. Report back to the relevant Faculty Leader on a daily basis.
5. Work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate.
6. Monitor and evaluate student responses to learning activities.
7. Provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and any other matters.
8. Accurately record all achievement and progress.
9. Promote positive values, attitudes and good behaviour, dealing promptly with conflict in line with established policy.
10. Liaise sensitively and effectively with parents/carers as agreed with the teacher. Administer and assess routine tests and invigilate exams/tests where required.
11. Support the use of ICT in learning activities and develop students' competence and independence in its use.
12. Participate in the staff duty rota as required.
13. Undertake the duties of a Form Tutor if required.
14. Invigilate internal and external examinations when required.
15. Accompany educational visits and field trips as required.
16. Work flexibly to participate in extra-curricular activities if required.



General

1. Uphold and promote the values and ethos of the Academy/Trust
2. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and development of operational procedures.
3. Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
4. Implement and uphold the policies, procedures and codes of practice of the Academy / Trust.
5. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
6. Support the Trust and Academy's health and safety policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the Academy, for example challenging a stranger on the premises.
7. Understand and promote the importance of inclusion and equality and diversity for all.
8. Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / Academy / Trust.
9. Attend and participate in relevant meetings as appropriate.
10. Undertake any other additional duties commensurate with the grade of the post.

Responsible to:

Deputy Headteacher

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.



| COVER SUPERVISOR | Essential / Desirable | Application Interview Test |
|--|-----------------------|----------------------------|
| Qualifications and Experience | | |
| Qualified teacher status and/or good degree qualification | D | A |
| Previous successful experience of teaching or supporting the education of KS3 and KS4 students | E | A/I |
| Level 2 Qualifications in Maths / numeracy and English / Literacy | E | A |
| Previous experience of delivering Cover Supervisor lessons effectively | E | A/I |
| Thorough knowledge and understanding of child protection and safeguarding issues | E | A/I |
| Knowledge of the National Curriculum | | |
| Skills and Abilities | | |
| Able to engage and motivate students during cover lessons, maintaining an orderly and purposeful environment within the classroom | E | A/I/T |
| Ability to encourage, engage and motivate children and young people | E | A/I/T |
| Able to respect strict confidentiality requirements | E | A/I |
| Excellent communication skills, both orally and in writing for a range of purposes to a variety of audiences and with various groups of Academy stakeholders, including staff, students and families, etc. | E | A/I/T |
| Excellent organisation skills and able to prioritise and manage own time effectively | E | A/I/T |
| Ability to use IT efficiently, including Word, Excel, Email and Internet | E | A/I/T |
| Ability to use SIMS Management Information System | D | A/I |
| Excellent administrative skills | E | A/I/T |
| Attention to detail and accuracy | E | A/I/T |
| Ability to input, interpret and summarise data accurately | E | A/I/T |
| Team working skills, collaborating with others and proactively seeking to resolve any issues or concerns | E | A/I/T |
| Ability to work on own initiative | E | A/I/T |
| Ability to work well under pressure and to deadlines | E | A/I/T |
| Personal Qualities | | |
| Able to develop positive working relationships with students and colleagues | E | A/I/T |
| A good listener | E | A/I |
| Professional manner, being fair and consistent in your dealings with students | E | A/I/T |
| A patient, calm demeanour | E | A/I/T |
| Caring attitude towards students and colleagues | E | A/I/T |
| Reliable and trustworthy | E | A/I |
| High standards for self and others | E | A/I/T |
| Excellent attendance and punctuality | E | A/I |



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| Be willing to undertake relevant training for this post | E | A/I |
| Be willing to work flexible hours in order to meet the demands of this role | E | A/I |
| A full clean UK driving licence | D | A |
| <p>How Identified Key:</p> <p>A = Application I = Interview T = Task</p> | | |