



## Job Description

<p><b>Job Title:</b> Cover Supervisor Team Leader</p> <p><b>Directorate:</b> Children &amp; Young People</p>	<p><b>Post No:</b> U686</p> <p><b>Section:</b> Schools</p> <p><b>Grade:</b> HC6</p>
<p><b>Organisational information:</b></p> <p><b>Responsible to:</b> Assistant Headteacher</p> <p><b>Responsible for:</b> Team of Cover Supervisors (currently 4)</p> <p><b>Functional links with:</b> Teaching and support staff throughout the schools; staff within Children's Services.</p>	
<p><b>Main Purpose of Job:</b></p> <p>To organise and arrange cover for absent staff including outside supply agencies (need to be able to start work at 7.30am)</p> <p>To be involved in the recruitment of staff where external recruitment agencies are involved, including negotiating fees and services</p> <p>To lead and manage all cover supervisors working at Aylestone School.</p> <p>To manage the work load for the team working with the class-teacher(s) and Head of Faculties.</p> <p>To cover the absence of teachers by supervising and supporting classes of pupils whilst they carry out pre-set activities. These classes may be in any subject area and/or age range.</p> <p>To manage the behaviour of pupils, in accordance with the School Behaviour Policy, whilst they carry out the task.</p> <p>To ensure the safety of the pupils you are supervising.</p>	
<p><b>Job Activities:</b></p>	
<p>The jobholder will be expected to complete the responsibilities/accountabilities effectively.</p>	
<ul style="list-style-type: none"> <li>• To lead and manage team meetings when required.</li> <li>• To review team performance in line with the school's performance policy.</li> <li>• To liaise with the class teacher in order to understand what the learning activity is to be and what resources are required (e.g. worksheets, text books etc.). To ask questions of the teacher to ensure that you have a good understanding of what is required</li> <li>• To ensure that the necessary resources are available for the lesson (note: it is the teacher's role</li> </ul>	

to produce the resources, but you may be asked to assist with their production, or to ensure there are sufficient copies available).

- To take registers (if required)
- To use initiative, within school guidelines/practice, in dealing with incidents.

### **COVER SUPERVISOR - Continued**

- To clearly explain to pupils what the task is, and what is expected of them. What equipment will they need? How much time do they have to do it? What should they have completed by the end of the session? To issue resources and explain how they are to be used.
- To refer to a nominated class teacher if the guidance of a teacher is required during the lesson.
- To answer any general questions that the pupils may have about the tasks, giving any assistance that is within the Cover Supervisor's capacity.
- To manage the behaviour of pupils, in accordance with the School Behaviour Policy, whilst they carry out the task.
- Through encouragement and praise maintain the pupils' self-esteem.
- To ensure that the learning environment is a positive one.
- To work effectively with any other teaching assistants present.
- To collect the completed work and any issued resources from pupils and return them to the class teacher.
- To manage pupils whilst they enter and leave the classroom, in accordance with school policy and practice.
- To communicate effectively with the class teacher.
- To ensure that you have a good knowledge of the school's safety policies e.g. what to do in case of a fire etc.
- To keep straightforward records, where required.
- To attend staff meetings, where required.
- To raise any concerns at an early stage with the class teacher and/or head of faculties.
- To lead communication between the cover supervisor team members and Head of Faculties when concerns remain ongoing.
- To be responsible for the professional development of other members within the team.
- To demonstrate a commitment to ongoing personal and professional development by attending relevant courses and sharing good practice with others.

### **Other information:**

Disclosure type: **Enhanced**

*Note: This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.*

Job Holder Name:	Head Teacher Name:
Job Holder Signature:	Head Teacher Signature:
Date:	Date:



## Person Specification

Job Title: Cover Supervisor Team Leader Directorate: Children & Young People	Post No: U306 Section: Schools – x	Grade: HC6
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	<b>ESSENTIAL</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>  (length and type of experience needed)	Experience of working with children of a relevant age in a learning environment  Experience of managing behaviour  Experience of supervising other staff	Application Form  Interview
<b>Qualifications and Training</b>	Certificate in Learning Support (or an equivalent qualification)  Have attended relevant training (e.g. behaviour management)  Willingness to undertake further training, as appropriate	Application Form  Interview
<b>Skills and Abilities</b>  (e.g. written/oral communication, dealing with public, team working skills)	A confident and effective communicator  The ability to work methodically  The ability to use own initiative  Confidence and competence in managing the learning and behaviour of a whole class  The ability to relate well to pupils and staff  A calm but authoritative manner with pupils  The ability to follow and apply the teacher's instructions and clearly explain these to pupils  ICT Literate  Good understanding of child development, learning	Application Form  Interview

	processes and factors that affect how pupils learn.	
<p><b>Other Factors</b></p> <p>(e.g. ability to work outside office hours, physical demands of the job)</p>	<p>Commitment to working with young people</p> <p>Willingness to learn and work in support of the school's guidelines, policies (e.g. safety policy) and the inclusive ethos of the school</p> <p>Have a commitment to ongoing personal and professional development by having a willingness and ability to attend relevant courses and share good practice with others</p> <p>Police Clearance</p>	<p>Interview</p> <p>CRB Enhanced Disclosure</p>

<p>Job Holder Name:</p> <p>Job Holder Signature:</p> <p>Date:</p>	<p>Line Manager Name:</p> <p>Line Manager Signature:</p> <p>Date:</p>
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