



Job Description & Person Specification

Cover Supervisor

Grade 4

Part-time (33 hours 20 minutes per week, 08:20 - 15:30)

Term Time plus 2 days

Permanent

Reporting to:

Exams Manager/Deputy Headteacher

Core purpose

To work under the guidance of the exams manager and 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 cover to lessons, duties and other school operations as directed by the Exams Manager/Cover Manager and provide additional support as directed by the Deputy Headteacher.

Specific responsibilities

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. Implement the instructions and actively deliver the lesson content provided by the class teacher.
3. Maintain an orderly and purposeful environment in which students can complete work set by the classroom teacher/department.
4. Prepare the learning environment before lessons including the distribution of learning materials etc, undertaking administrative support, e.g. photocopying, filing, word processing, as necessary. Ensure that the classroom is left in good order at the end of a lesson.
5. Implement the school's Behaviour Policy consistently and all other relevant school policies.
6. Report back to the relevant Head of Department/ Exams Manager/Cover Manager on a daily basis.
7. Liaise with the Head of Department regarding lesson planning, evaluating, and adjusting lessons/work plans as appropriate
8. Monitor and evaluate student responses to learning activities.
9. Provide objective and accurate feedback and reports as required to the teacher being covered on student achievement, progress and any other matters.
10. Accurately record all achievement and progress.
11. Promote positive values, attitudes and good behaviour, dealing promptly with conflict in line with established policy.
12. Liaise sensitively and effectively with parents/carers as agreed with the teacher.



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13. Provide lunchtime supervision.
14. Administer and assess routine tests/exams where required.
15. Invigilate internal and external examinations when required.
16. Support the use of ICT in learning activities and develop students' competence and independence in its use.
17. Participate in the staff duty rota as required.
18. Undertake the duties of a Form Tutor if required.
19. Assist with other school activities such as trips and school events.
20. Work flexibly to participate in extra-curricular activities if required.
21. Carry out other duties from time to time as directed by the Headteacher.

Other responsibilities

1. To model, implement and champion consistently the 'Blue Coat Way' across the school so that effective learning can take place.
2. To understand the importance of inclusion, equality and diversity, when working with students and with colleagues, and to promote equal opportunities for all.
3. Implement and uphold the policies, procedures and codes of practice of the school, including customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.

Standard Duties

1. To uphold and promote the values and the ethos of the Cranmer Education Trust and the school.
2. To implement and uphold the policies, procedures and codes of practice of the trust and school, including relating to customer care, finance, data protection, ICT, health and safety, anti-bullying and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.
3. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
4. Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
5. Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.
6. Attend and participate in relevant meetings as appropriate.
7. Undertake any other additional duties commensurate with the grade of the post.



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Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

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



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| Cover Supervisor | Essential / Desirable | How identified Application (A) Interview (I) |
|--|-----------------------|--|
| Qualifications | | |
| Level 2 Qualification in Maths / numeracy and English / Literacy | E | A |
| Qualified teacher status and/or good degree qualification | D | A |
| Previous successful experience of teaching or supporting the education of | E | A/I |
| Professional Experience and Knowledge | | |
| Experience of working with children/young people to improve outcomes | E | A/I |
| Work experience in school/education settings | D | A/I |
| Experience of planning and delivery cover lessons effectively | E | A/I |
| Experience and proficiency in using the most up to date common IT applications, e.g. Microsoft Office packages | E | A/I |
| Professional Skills | | |
| 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 |
| 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 | E | A/I/T |
| Able to respect strict confidentiality requirements | E | A/I |
| 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 |
| Ability to input, interpret and summarise data accurately | 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 |
| Professional Qualities | | |
| Able to develop positive working relationships with students and colleagues | E | A/I/T |



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|---|---|-----|
| Presence and credibility | E | I |
| A team player who collaborates with, involves and informs others to ensure the best learning for pupils | E | A/I |
| Personal resilience, persistence and perseverance with students, staff, and parents | E | I |
| Excellent timekeeping and attendance record with an enthusiastic and positive attitude | E | A/I |
| Ethos | | |
| Support and model the school's Christian ethos with integrity | E | A/I |
| Safeguarding | | |
| Displays commitment to the protection and safeguarding of children and young people | E | A/I |
| A commitment to equal opportunities | E | A/I |

A: Application

I: Interview

T: Test

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview.