



The Commonweal School

Job Description

Cover Supervisor

Job Title: Cover Supervisor	Level: Scale L	Post Number: A6
Directorate:	Job Family:	Date Prepared: Sept 2022

Role reports to (Job Title): Cover Manager

Job Purpose:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals or groups. To supervise whole classes during absence of teachers, maintaining good order and keeping students on task.

Key Accountabilities:

1. To cover lessons in the absence of teaching staff, as allocated by the Cover Manager or other staff member arranging cover.
2. Supervise and support students ensuring their safety and access to learning, encouraging interaction and engaging all students in activities.
3. Distribute pre set learning activities, assisting the students in undertaking the activities providing the necessary resources as appropriate
4. Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
5. Provide objective and accurate feedback and reports as required on student achievement, progress and behaviour following lessons or other activities.
6. To be responsible for carrying out administrative tasks designated by staff in the faculty or faculties to which the staff member is attached.
7. Provide general clerical/administrative support e.g. invigilate exams.
8. To attend and contribute to regular meetings within the cover team.
9. Accompany staff on school educational visits and work under the direction of the organiser
10. To uphold the school rules and ethos and to observe Health & Safety regulations by maintaining good order in the classroom and ensuring that students tidy up and leave the classroom in good order.
11. Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, behaviour management, confidentiality and data protection, reporting all concerns to an appropriate person or on CPOMS.
12. To carry out lunch duties
13. First Aid: provision of First Aid to students and staff, as required.

Knowledge and Experience:**Qualifications/Training**

- Essential: Good general level of education to include Maths and English GCSE grade C or above.
- Preferable: 2 years experience of working in a classroom environment to support teachers.

Knowledge/Skills

- Good written and oral communication skills
- Excellent time management and effective organisational skills
- Tenacity / resilience
- Planning and organisation
- Self-motivation
- Flexibility
- Professionalism
- Good interpersonal & communication skills

Training

Have or are willing to obtain Level 2 qualification in Maths & English

Have or are willing to obtain First Aid qualification

Decision Making:

Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions.

Assist in delivery of learning activities.

Contacts and Relationships:

Headteacher

Education professionals

Staff

Students

Creativity and Innovation:

Accurate record keeping.

Emotional Demands:

Responsible for individuals/groups or classes of children, some will make emotional demands.

Job Scope: No & type of jobs Managed: 0

Typical tasks supervised/allocated to others: 0

Job Scope: Budget: 0

Assets: 0

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the School procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: