



JOB DESCRIPTION

Job Title:	Cover Supervisor
School:	The Cornerstone Academy
Responsible to:	Vice Principal

Main Job Purpose

- 1) Supervise whole classes during the short-term absence of teachers as part of an effective cover strategy.
- 2) Cover Supervisor will give instructions for the session as provided by a teacher. Support in the delivery of high-quality learning experiences for all students and ensure you maintain an orderly classroom environment
- 3) Cover Supervisor will respond to general questions and provide general feedback to teachers, but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).
- 4) Cover Supervisors will not, therefore, be subject to a 'system of supervision', other than the general supervision applicable to all staff, and will act under the professional direction of teachers.
- 5) Undertake such other duties as may be required from time to time commensurate with the level of the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Main Responsibilities and Duties

- 1) Take charge of a group or class of students in the short-term, unforeseen absence of their usual teacher.
- 2) Register attendance in accordance with school policy.
- 3) Supervise students engaged in learning activities that have been pre-prepared in accordance with school policy.
- 4) Act as a role model and set high standards and expectations of conduct and behaviour.

- 5) Manage the behaviour of students whilst they are undertaking learning activities in order to ensure a constructive environment.
- 6) Promote the inclusion and acceptance of all students in the classroom.
- 7) Keep students on task and respond to general queries.
- 8) Maintain a positive and calm learning environment.
- 9) Provide objective and accurate feedback to the teacher concerning the conduct of the session and the behaviour of students.
- 10) Keep appropriate records as agreed with the teacher.
- 11) Promote positive values and good behaviour; deal promptly with incidents in accordance with school policy.
- 12) Collect any completed work and return it to the teacher.
- 13) Comply with all policies and procedures relating to child protection, equal opportunities, Health and Safety, security, confidentiality and data protection.
- 14) Ensure all students have equal access to opportunities to learn and develop.
- 15) Provide continuity for students until the usual class teacher returns.
- 16) Attend relevant school meetings as required.
- 17) Participate in relevant training and development opportunities as required.
- 18) Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.
- 19) Retain the confidentiality of all aspects of school life.
- 20) Comply with all decisions, policies and standing orders of the school and United Learning; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 21) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

Supervision and Management of People

- 1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits. Supervision of students is recognised in other sections.

- 2) The post holder may need to give some direction to support staff working in the classroom.

Knowledge and Skills

- 1) The post holder will need to be trained and proficient in employing behaviour management strategies, in relation to both class behaviour and individual behavioural needs, in line with the school's agreed procedure. This is a challenging requirement of the role.
- 2) Have the necessary skills to safely manage the classroom activities, the physical learning space, and the resources for which the post holder is responsible.
- 3) Proven IT skills including use of a schools Management Information System (MIS).
- 4) Experience of working in an educational environment.
- 5) Ability to respond to general queries from students regarding prepared activities.
- 6) Knowledge of school policies and procedures, particularly those regarding Health and Safety, Equal Opportunities, behaviour management, Child Protection and special educational needs.

Creativity and Innovation

- 1) Use of a variety of interpersonal skills and strategies to establish supportive and positive relationships with students.
- 2) Knowledge and use of the school's referral system as appropriate in the event of problems with an individual student, class or other adult.
- 3) Due to the nature of cover supervision the post holder will need to have an adaptive approach to working in different class settings.

Contacts and Relationships

- 1) Regular contact with groups or classes of students. The post holder must establish relationships with students, treat them consistently with respect and consideration, and be concerned for their progress during the period of supervision.
- 2) Model and promote the positive values, attitudes and behaviour expected from students with whom the post holder works.
- 3) For more disruptive behaviour the referral system should be used.
- 4) Provide objective and accurate feedback to the teacher concerning the conduct of the session and behaviour of students.
- 5) Undertake restoratives with students who have reached 3Cs in you class and referred to Room 10, this will be an opportunity to reflect and adopt a fresh start approach for further lessons.

Decisions

- 1) There is a need to make immediate decisions without the initial referral to a teacher in relation to classroom management and the care, control and safety of students.
- 2) On more complex issues or managing difficult or particularly disruptive behaviour the post holder should refer to a teacher.
- 3) Decisions made will be within the policies and procedures of the school.
- 4) The post holder will need to answer general basic queries from students.

Resources

- 1) The post holder will need to ensure students use classroom-based resources sensibly and safety.
- 2) The post holder will collect students' work at the end of a session and return it to the class teacher.
- 3) The post holder will not have any responsibility for physical or financial resources.

Work Environment

- 1) The post holder may be required to deal with routine issues which arise but which will not involve a change to the programme.
- 2) Work requiring normal physical effort and performed in a heated, lit and ventilated indoor environment.
- 3) The post holder will be expected to challenge behaviour of students.

Prepared by: The Cornerstone Academy
Date: October 2021

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed	
Print Name	

Dated	
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PERSON SPECIFICATION

Job Title:	Cover Supervisor
School:	The Cornerstone Academy

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none">• Previous experience of working with children in an educational environment• Previous experience of educational management information system <i>will be a distinct advantage</i>	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none">• 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none">• Ability to handle confidential information with discretion• Calm and measured approach	Application form Interview References
Knowledge	<ul style="list-style-type: none">• Knowledge of school's behaviour and management policy and procedures• Knowledge of school's fire and emergency procedures• Knowledge of Child Safeguarding procedures	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none">• Self motivated• Influencer	Application form Interview References
Other Factors	<ul style="list-style-type: none">• Commitment to Equal Opportunities• Commitment to CPD• Enhanced DBS check	Application form Interview References DBS process