

COVER SUPERVISOR: JOB DESCRIPTION

Salary

NJC Scale Point 11 Actual Salary £16,476 (£21,748 FTE)

Line of responsibility

The cover supervisor will be directly responsible to the Cover Manager.

Job purpose

The cover supervisor is responsible for:

- Supervising classes in the absence of a teaching member of staff due to illness, ensuring purposeful learning, as per statutory regulations.
- Supporting students in class when not supervising a lesson to aid effective learning.
- Implementing work programmes with individual and/or groups of students in or outside of the classroom.
- Contributing to the overall ethos, work and aims of the school.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Job specification

Operational

- S/he shall maintain good relationships with all staff, students, parents/carers and other professionals
- S/he shall supervise a class of students when the timetabled member of the teaching staff is absent, as per statutory regulations.
- S/he shall understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's guidelines to ensure a constructive environment.
- S/he shall ensure that good order and safety of the students being supervised, including an orderly start and finish to the lesson.
- S/he shall keep accurate attendance records of students in supervised lessons.
- S/he shall provide students with clear information and instructions relating to the work to be completed by them.
- S/he shall respond to any questions from students about the work set, processes and procedures.
- S/he shall help students with the organisation of the work set and the materials and resources provided.

- S/he shall leave the classroom in good order and secure at the end of the lesson.
- S/he shall return work completed in lessons and information, such as the class register, textbooks and equipment, to the appropriate teacher.
- S/he shall report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- S/he shall use ICT effectively to support learning activities.
- S/he shall liaise with the appropriate staff, such as heads of department, with regard to the work that has been set so that requirements are fully understood.
- S/he shall provide support to students, including those with special educational needs and English as a second language, under the direction of the class teacher, SEN co-ordinator and/or EMTAS co-ordinator.
- S/he shall deal with any immediate problems or emergencies according to the school's policies and procedures.
- S/he shall put up and maintain appropriate classroom and corridor displays within the school.
- S/he shall supervise registration periods in the absence of the form tutor, completing required documentation/data entry.
- S/he shall provide supervision during break times as required.

Administrative

- S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy.
- S/he shall carry out administrative work to support students' learning, including photocopying and writing reports.

General

- S/he shall attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- S/he shall invigilate school and public examinations and tests as required.
- S/he shall assist in escorting students on educational visits and participating in extra-curricular activities as required.
- S/he shall attend relevant meetings and training sessions.
- S/he shall keep up-to-date with local and national developments and changes in curriculum delivery.

COVER SUPERVISOR: PERSON SPECIFICATION

| Essential | Desirable | Evidence |
|---|--|--|
| Qualifications and experience | | |
| <ul style="list-style-type: none"> Educated to at least A Level standard including GCSE grade 4 or equivalent in English and mathematics. Experience of working with children/young people in a learning environment and in a supervisory capacity. | <ul style="list-style-type: none"> Further or higher education qualifications relevant to the field. Experience of working in a school or similar establishment. | <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p> |
| Knowledge and skills | | |
| <ul style="list-style-type: none"> Ability to build and form good relationships with students, parents/carers and colleagues. Ability to relate well to and motivate children/young people. Ability to work constructively as part of a team, understanding school roles and responsibilities. Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, students and other professionals. Ability to learn and use a range of strategies to deal with classroom and individual student behaviour. Ability to improve own practice/knowledge through self-evaluation and learning from others. Good standard of numeracy | <ul style="list-style-type: none"> Working knowledge and experience of national requirements regarding curriculum and relevant learning programmes. Understanding of statutory frameworks relating to teaching. Good understanding of child development and learning processes. Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation. Working knowledge of Google Classrooms. | <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> |

| Essential | Desirable | Evidence |
|--|-----------|--|
| <p>and literacy skills.</p> <ul style="list-style-type: none"> • Can use ICT packages and equipment effectively to support learning. | | |
| Personal qualities | | |
| <ul style="list-style-type: none"> • Initiative and ability to prioritise one's own work. • Able to follow direction and work in collaboration with her/his line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. | | <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> |