



*The Hertfordshire & Essex High School  
and Science College*



## JOB DESCRIPTION

<b>Job title:</b>	Cover Supervisor
<b>Reports to:</b>	Lead Cover Supervisor
<b>Contract Type:</b>	Part time, permanent, term time only
<b>Location:</b>	The Hertfordshire & Essex High School
<b>Date:</b>	May 2022

### Main Purpose of the Role

The main purpose of a cover supervisor is to deliver effective cover for whole classes during periods of teacher absence due to sick leave, participating in professional development, attending a meeting, accompanying a school visit or involved in planning, preparation or assessment. In the event of no cover being required, the post holder will undertake administrative tasks as directed by the Office Manager or provide classroom support under the direction and guidance of the Special Educational Needs Manager.

### Duties and Responsibilities

#### Main duties and responsibilities

- Supervise classes where a teacher is absent ensuring that all students understand learning expectations and any work set is completed
- Provide a safe and positive environment for students, rooted in mutual respect
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of students
- Respond to any questions from students about the work set by the teacher
- Collect all completed work at the end of the lesson and returning to the class teacher
- Provide feedback to the teacher following the lesson with regards to behaviour concerns, lesson content and student achievements
- Manage student behaviour to ensure a good and safe learning environment
- Follow school rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
- Follow agreed health and safety procedures for the subject/faculty area

- Attend all CPD days and training as required (occasionally this might involve a minimal amount of additional directed time, but this will be well within the directed time allowance)
- Review own professional development and identify training needs
- Take part in the school's performance appraisal programme and be committed to improving own practice
- Have a creative and constructively critical approach towards innovation, being prepared to adapt practice where benefits and improvements are identified
- Act upon advice and feedback and be open to coaching and mentoring
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Communicate effectively with parents, via the classroom teacher, with regard to students' achievements and well-being

### **Other responsibilities**

- Cover supervisors are expected to demonstrate consistently high standards of personal and professional conduct
- Staff may be asked to undertake occasional other, reasonable tasks at the request of their line manager including administrative tasks and classroom support, when not required for cover supervision
- The school is committed to the safeguarding of children and all staff are required to understand and follow any safeguarding policies and procedures that are in place

## **PERSON SPECIFICATION**

### **Qualifications**

- Minimum of GCSE grade C or above (or equivalent) in English and Maths

### **Experience**

- Relevant professional experience of working with children
- Experience using ICT
- Experience working with students with special educational needs would be desirable but not essential

### **Skills and Abilities**

- An understanding of classroom management techniques
- An understanding of ICT and the software programs used in schools would be desirable but not essential
- Effective communication skills
- Highly organised and calm under pressure
- Sensitive, caring and responsive to the needs of young people
- Flexible and adaptable to the needs of the role

## Other Requirements

- A commitment to safeguarding children
- A commitment to the school's mission and vision and
- Strives for the highest possible standards at all times
- Resilient and positive and willing to go the extra mile
- A willingness to make a positive contribution to the school community

This job description is not intended to be a comprehensive definition of a post. It may be subject to modification or amendment, in consultation with the post holder, to meet the changing needs of the school.