



JOB DESCRIPTION

JOB TITLE: Cover Supervisor

GRADE: TPLTSS5

Main purpose of the role

To supervise the learning of whole classes during the short-term absence of their class teacher as they undertake the work set for them; to invigilate tests and examinations; to support in lessons and to accompany staff and students on educational visits. To manage behaviour during lunch breaks. To support the school in systematically managing staff absences, helping to relieve teachers' burden of cover.

Main Duties and Responsibilities

Supervise the work of whole classes set by their class/subject teacher in accordance with school policy

Register and record pupil attendance in lessons.

Answer pupil queries about process and procedures relating to the lesson and the work set.

Manage the behaviour of pupils to ensure a constructive learning environment.

Deal with any immediate problems or emergencies according to school policies and procedures.

Collect completed work after the lesson and return it to the appropriate teacher.

Report back, as appropriate, using the School's agreed referral procedures about the behaviour of pupils during the class and any issues arising, to class teacher and/or other senior staff about the behaviour and conduct of pupils in class.

Assist with other activities relating to the supervision of pupils eg general supervision during lunch periods and with the support and delivery of learning eg personal assistance to teachers, supporting teachers in the classroom.

Assist with the support and delivery of learning in '*Return to Learn*' eg personal assistance to Teachers, supporting Teachers in the classroom and behaviour intervention work where needed.

Line management duties and responsibilities

The post holder will not have line management responsibility.

Safeguarding responsibilities

This role works directly with students and is therefore classed as regulated activity. Details of our Child Protection & Safeguarding Policy can be found on Access and is available on request.

Be committed to safeguarding and promoting the welfare of children and young people.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Works within a framework and day-to-day direction by the Assistant Principal. Ongoing dialogue with team leaders and teachers, with timetabled meetings and performance review. Liaison with Central Leaders to ensure continuity of lesson content.

Physical Demands

Normal physical effort required.

Working Conditions

Role is classroom/office based but may include visiting schools within the Trust for meetings and CPD sessions.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

Expectations of Jobholder

Be aware of and comply with all Trust policies as well as individual academy policies and procedures.

Contribute to the management of student behaviour and security.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Commit to professional self-development, through participation in training, to include any necessary health and training and annual safeguarding training.

Undertake such other duties as are commensurate with the grade of the post.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Cover Supervisor

Area	Essential	Desirable
Education	<p>Maths and English GCSE grade A* - C or Numeracy and Literacy Level 2 on the NQF or equivalent.</p> <p>NVQ/VRQ Level 2 Teaching Assistant Qualification.</p>	Working towards HLTA ITQ Level 2 or Level 3 (impacts on grade) Level 3 qualification.
Experience	<p>Experience of working as a learning support assistant at level 2 in a Secondary school</p> <p>Behaviour for Learning training to support classroom practice</p>	Three years or more experience working as a learning support assistant at level 2 in a secondary school.
IT skills	Competent ICT skills.	Knowledge of subject specific software.
Other skills	<p>Excellent and effective communication skills.</p> <p>Sound knowledge and understanding of:</p> <ul style="list-style-type: none"> ● Child Protection procedures ● AEN code of practice ● A specific area of curriculum/pastoral expertise which they are prepared to further develop within the post. 	<p>Working with students of secondary age within other appropriate contexts.</p> <p>Specific skills relating to the job description.</p>
Qualities	<p>Ability to work flexibly within a team and motivate students. Demonstrate a professional attitude</p> <p>Ability to work effectively with a wide range of people across the school and from outside</p> <p>Attendance at directed times as per contract.</p>	Attendance at events beyond school hours, by agreement.