

Cover Supervisor Job Description

Salary	Dependent upon experience and qualifications. Term time only plus INSET days. 8:00-3:30 Monday and Friday, 8:00-4:30 Tuesday, Wednesday, and Thursday
Purpose	<ul style="list-style-type: none"> To provide the highest quality of education, care, and preparation for life for all students in the school. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. To model the school's vision and values through implementation of agreed policy, practices, and procedures. To work closely with teaching staff to promote effective working to improve learning and teaching and raise achievement for all students. To motivate staff and pupils. To maintain The Royal School's high academic and wellbeing expectations.
Accountable to	Vice Principal – Curriculum, learning and teaching and Cover Manager
Accountable for	Managing daily cover requirements and supervision of pupils in the classroom.
Main core duties:	
Main Responsibilities	<ul style="list-style-type: none"> To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher To deliver cover lessons that engage, stimulate and challenge students of all abilities, and should cater for all learning styles. To ensure that all lessons are delivered and cater for students of all abilities and backgrounds whilst ensuring individual student progress. Employ a variety of interactive teaching methods appropriate to the age and ability of each individual student to promote a love of learning and children's intellectual curiosity. Impart knowledge and develop understanding through effective use of lesson time. To recognise and reward efforts and achievements that are appropriate to the age and development stage of the pupils To utilise a range of teaching methods in line with currently acknowledged best practice. Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject. To fully incorporate the teaching of skills including literacy, mathematics, and communication into subject delivery. Reflect systematically on the effectiveness of lessons and approaches to teaching. Provide feedback to teacher responsible for cover lesson (if appropriate) To take responsibility for improving delivery through appropriate professional development, responding to advice and feedback from colleagues. To be available to assist with Period 6 cover when required.

	<ul style="list-style-type: none"> To print necessary resources, if applicable and distribute to allocated members of cover staff (via staff trays in staff room)
Management and assessment	<ul style="list-style-type: none"> Support EXTERNAL supply teachers (when they are required). Support cover for events that occur during the school day involving whole year groups, in discussion with organisers (e.g., PSHE fairs). Monitor quality of cover and liaise with VP Curriculum, Learning and Teaching and Cover Manager. To be responsible for any cover issues arising during the day. To register each class using the electronic registration system according to school procedures. To take responsibility for the safekeeping of the laptop used for registration. To mark elements of class work and homework under the guidance of the class teacher. To monitor and control the use and storage of teaching materials, books, and equipment. To supervise the use and care of the school's fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations. To be fully conversant with the SEND Code of Practice and the working practices/staffing of SEND
Communications and Meetings	<ul style="list-style-type: none"> Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support. To alert relevant staff to problems arising with individual students in accordance with whole school policies. To attend INSET sessions and relevant meetings.
General Duties	<ul style="list-style-type: none"> To adhere to the policies and procedures of the Royal School. To share in the corporate responsibility for the development and well-being of all students. Make a positive contribution to the wider life and ethos of the school through the extra-curricular programme after school. Demonstrate consistently the positive attitudes, values and behaviours which are expected within the school community based on mutual respect between students and staff To take a pro-active part in the school's performance management system, with the ultimate aim of improving standards of teaching and learning in the school. To take reasonable care of one's own health and safety and that of others and inform the Estates Manager of any concerns regarding health and safety <p>Undertake such duties as may from time to time be reasonably assigned by the Principal.</p>
Ethos	Promoting the ethos of the school, as expressed in the mission and vision statements, is a shared responsibility to which staff make a significant contribution.

Cover Supervisor Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education/ Training	<ul style="list-style-type: none"> 5 GCSEs (or equivalent) at grade C/4 or above in English and Maths. 	<ul style="list-style-type: none"> Evidence of further personal and professional development Relevant childcare and/or teaching qualifications Qualified Teacher Status (QTS) 	<ul style="list-style-type: none"> Application Form Reference Interview
Experience	<ul style="list-style-type: none"> Appropriate experience supervising children in an educational setting. 	<ul style="list-style-type: none"> Experience of teaching or teaching assistant across the primary and secondary phase. Knowledge of School management systems (SIMS) 	<ul style="list-style-type: none"> Application Form Reference Interview
Knowledge	<ul style="list-style-type: none"> Excellent knowledge to be able to motivate pupils and prepare them successfully for the next stage of their academic career. Ability to supervise pupils in all Key stages and to all abilities 	<ul style="list-style-type: none"> Considered engagement with developments in learning 	<ul style="list-style-type: none"> Application Form Reference Interview
Skills/ Attributes	<ul style="list-style-type: none"> Excellent I.T. Skills. Belief that everyone is entitled to a learning experience that is characterised by enthusiasm and excitement and that encourages self-belief. Excellent organisation skills. Highly adaptable as there is not a regular timetable. Proven behaviour management skills. Excellent classroom skills. Ability to face and overcome challenging situations. Ability to de-personalise challenging situations. 		<ul style="list-style-type: none"> Application Form Reference Interview
Personal Qualities	<ul style="list-style-type: none"> Ability to safeguard the welfare of children Ability and desire to empower all students and colleagues Commitment, enthusiasm, energy, and stamina A sense of humour Commitment to own personal and professional development Willingness to be involved in the wider life of the boarding and day school community Emotional intelligence and empathy Ability to appreciate and demonstrate the importance of a healthy work-life balance Set a personal example which models the joy of learning Ability to form and maintain appropriate relationships with children and young people and their parents/carers. 		<ul style="list-style-type: none"> Reference Interview Interaction around school