



## Job Description: Cover Supervisor

This appointment recognises the requirements of the current Support Staffs' Pay Conditions Document, and reflects the policies established by the Trust. The post holder shall carry out those professional duties as circumstance may require, under the reasonable direction of the line manager. This document does not aim to specify all the details of the responsibilities and key tasks of the post holder and specific duties are subject to review with the line manager. All posts within the school are subject to an enhanced DBS disclosure.

<b>Salary Scale:</b>	PS5 Grade
<b>Hours of Work:</b>	Monday – Friday, 32.5 hours per week
<b>Contract Type:</b>	Permanent / Term Time Only
<b>Accountable to:</b>	Cover Manager
<b>Accountable for:</b>	N/A

### Job Purpose:

To provide a high quality 'cover and internal referral' supervision, reflecting the policies, aims and values of Tomlinson School.

<b>1. Accountability</b>
a) To cover lessons in line with school policy. b) To take registrations and attend assemblies when required. c) To supervise the internal suspension room, managing student behaviour in accordance with school policy. d) To set clear expectations and challenge poor behaviour. e) To maintain the expected professional standards.
<b>2. Communication</b>
a) To liaise with Line Manger and other departments. b) To further develop ways of communicating with the department. c) To share good practices with other areas. d) To attend and contribute to departmental meetings and INSET activities
<b>3. Training and Development</b>
a) To participate in arrangements for further training and developments. b) To initiate new ideas and encourage developments.

c) To participate in the Tomlinscote School Performance Management Programme as per whole school policy.

**4. Safeguarding**

a) To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.

**5. Other Duties**

a) To carry out any other tasks commensurate with the role/grade as may be requested by the Senior Leadership Team from time to time.

b) To work in other departments if required.

## Person Specification: Cover Supervisor

Criteria	Essential/ Desirable	Measured By
<b>1. Qualifications</b>		
1.1 GCSE's C grade or the equivalent in Maths and English	E	Certificate / Application Form / Interview
<b>2. Experience</b>		
2.1 Experience of working with young people, ideally in a school environment	D	Certificate / Application Form / Interview
2.2 Experience of dealing with behaviour management	D	
2.3 Experience of motivating and encouraging students to achieve their full potential	D	
2.4 A commitment to safeguarding the welfare of children	E	
<b>3. Knowledge/Skills</b>		
3.1 Understanding of the educational system	E	Certificate / Application Form / Interview
3.2 Excellent oral and written communication skills	E	
3.3 Good IT skills / excel / word/ outlook	E	
3.4 Knowledge of SIMS	D	
3.5 Ability to work on own initiative	E	
3.6 Ability to prioritise and organise own time	E	
<b>4. Behavioural Attributes</b>		
4.1 Willingness to learn	E	Certificate / Application Form / Interview
4.2 Ability to maintain confidentiality	E	
4.3 High standards of professionalism	E	
4.4 Flexible and adaptable attitude	E	
4.5 Cooperative spirit / can do attitude	E	
4.6 Positive approach to problem solving	E	
4.7 Patience with young people	E	
4.8 Responsible & conscientious approach to Health & Safety	E	
4.9 Calmness under pressure	E	