



Trevelyan Middle School – Job description

Job title	Cover Supervisor
Pay and conditions	Cover Supervisor Scale Range: CS1 to 5 Term Time Only (38 weeks) plus 2 days Hours: 36.5 hours per week: Monday – Thursday: 8.00am – 4.30pm, Friday: 8.00am – 3.30pm; 15 minute break, unpaid to be taken during the student break; 45 minute lunch break, unpaid to be taken during the student lunch break;
Primary location	Trevelyan Middle School (you may on occasion be required to work in one of the other Trust schools)
Line Managed By	SLT
Notice Period	8 weeks

JOB PURPOSE

- Supervise classes in the absence of the class teacher, ensuring purposeful learning, as per statutory regulations
- Supervise after school clubs, e.g. homework club
- Assist in the induction and support for supply staff
- Provide assistance with general school administration, displays and support for targeted children in lessons
- Be a designated as a form tutor if required
- Contribute to the overall ethos, work and aims of the Trust

KEY AREAS OF IMPACT

Main Duties and Responsibilities:

Operational

- Supervise a class of students when the timetabled member of the teaching staff is absent, as per statutory regulations
- 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
- Provide support for targeted children in lessons when not covering a lesson
- Ensure good order and safety of the students being supervised including an orderly start and finish to the lesson
- Keep accurate attendance records of students in supervised lessons
- Provide students with clear information and instructions relating to the work to be completed by them
- Respond to any questions from students about the work set, processes and procedures
- Help students with the organisation of the work set and the materials and resources provided
- Leave the classroom in good order and secure at the end of the lesson
- Collect any completed work and resources after the lesson and return them to the appropriate teacher, subject leader or place as required
- Report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff
- Use ICT effectively to support learning activities
- Liaise with appropriate staff such as Heads of Department with regard to the work that has been set so that requirements are fully understood



- Deal with any immediate problems or emergencies according to the school's policies and procedures
- To support general school administration when demand for cover is low
- Undertake the supervision of after school clubs at any school within the Trust including:
 - Ensuring that pupils have access to appropriate activities to support their physical, emotional, social and intellectual development
 - Being responsible for ensuring the safety, general welfare and proper conduct of pupils during this period, engaging pupils in a range of activities, including supporting any pupils completing homework tasks
- Be a designated as a form tutor if required. As such, any form tutor should adhere to the following roles and responsibilities:
The form tutor's role is to:
 - Carry out statutory tasks, including completing registration accurately and on time;
 - Monitor and support learners' academic and social progress;
 - Monitor learners' attendance, punctuality and behaviour, taking direction from Head of Key Stage as appropriate;
 - Contribute to the tutees' spiritual, moral, cultural and social education;
 - Make him/herself available to parents/carers, where appropriate, for the purpose of discussing personal matters concerning a learner's welfare, behaviour and other concerns that may adversely affect successful learning;
 - Attend tutors' evenings, and other events specified by the Head;
 - Ensure learners' are prepared for learning including addressing uniform and equipment;
 - Encourage students to support and / or participate in school events including charitable events, PSA events etc.;
 - Check that learners' diaries have been signed by their parent / carer, and sign learners' diaries every week;
 - Ensure that all learners and their parents / carers have signed the Home/School Agreement;
 - Implement pastoral initiatives led by senior management or the Head of Key Stage;
 - Respond to subject reports through the writing of tutor reports.
- If not a designated tutor, supervise registration periods in the absence of the designated form tutor, undertaking the roles and responsibilities of a form tutor (as above, when appropriate)

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports
- Deal with correspondence promptly and as required
- Enter information into the school database system
- Undertake administrative / clerical tasks including routine word processing, photocopying, filing, faxing, collating reports, displays

Professional competence and behaviour:

- Maintain professional knowledge and competence;
- Provide a professional, up-to-date and purposeful service;
- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.

Ethical standards and integrity:

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for students' and stakeholders' practices, culture and personal beliefs;



- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion; Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

General

- Maintain good relationships with all staff, students, parents/carers and other professionals
- Attend relevant meetings and training sessions
- Invigilate school and public examinations and tests as required
- Attend school events as required
- Assist in escorting students on educational visits and to participate in extra-curricular activities as required
- Assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation
- Provide an effective first aid service when required to staff, students and school visitors at Trevelyan Middle School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
 - Making accurate and appropriate recordings of all first aid cases
 - After making an initial evaluation and assessment, dealing with and recording minor first aid incidents;
 - Contacting parents as required
 - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
 - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary

SAFEGUARDING

Pioneer Educational Trust and Trevelyan Middle School committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

ADDITIONAL DUTIES

- To play a full part in the life of the school community including duties to support the ethos and encourage pupils and colleagues to follow this example;
- To actively engage in the appraisal process;
- To continue personal development as agreed.

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.