

| | |
|------------------------------------|-----------------------|
| Job Title: Cover Supervisor | Grade: F 11-19 |
|------------------------------------|-----------------------|

JOB PURPOSE AND PRINCIPAL ACCOUNTABILITIES

To provide cover for absent teachers where supervision of set work is requested. Accountable to Assistant Headteacher – Teaching and Learning.

MAIN DUTIES AND RESPONSIBILITIES

- To supervise classes where a teacher is absent from school complying with lesson plans and teachers' instructions, including issuing (not setting) work, monitoring behaviour and managing the behaviour of pupils whilst they are undertaking this work to ensure a calm, orderly and constructive environment, responding to students' general queries, keeping students on task, collecting in work and dismissal from lessons.
- To provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records, as agreed with the teacher, reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- To undertake tutor group registration where a teacher is absent from school.
- To support students on a one-to-one basis or deliver small group support when not covering lessons.
- To promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- During examination periods to undertake exam invigilation, as required.
- To support teachers in the supervision of students on off-site visits, as necessary.
- To deal with any immediate problems or emergencies according to school policy and procedures.
- To collect any completed work after the lesson and returning it to the appropriate teacher.
- To be responsible for the deployment of the Teaching Assistants in the classrooms according to the teachers' instructions.
- To comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

SCOPE OF JOB (Budgetary/Resource control, Impact)

There are no direct budgetary responsibilities.

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

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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to contribute to the School's aims and values regarding personal excellence and collective responsibility.

The school 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 role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. (March 2025)

Safeguarding:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks

Person Specification

| KEY CRITERIA | ESSENTIAL | DESIRABLE |
|---|--|--|
| Qualifications and Training | <ul style="list-style-type: none"> • Education to A Level standard or higher • GCSE Grade C (or equivalent) in English and Maths • Proven skills in effective behaviour management • Willingness to attend and participate in support staff introductory training especially Child Protection, Behaviour management, inclusion, SEN and Disabilities and Risk & Reflection • Willing to attend Level 1 Child Protection Training | |
| Competence Summary (Knowledge, abilities, skills, experience) | <ul style="list-style-type: none"> • Excellent personal and social skills • Confidence in dealing with young people • The ability to communicate effectively orally in the English language • Has a range of classroom experience • Familiarity with the full range of school policies, particularly in regard to Health & Safety, equal opportunities and special educational needs (SEN) • Able to use a range of strategies to deal with classroom behaviour and individual behavioural needs • Ability to supervise staff | <ul style="list-style-type: none"> • Experience in working with young people • Experience in exercising authority • Confidence with ICT |
| Work-related Personal Requirements | <ul style="list-style-type: none"> • Actively enjoys working with children, has empathy and is sympathetic to their needs • Professionally discreet and able to respect confidentiality • Ability to command and to show respect • Flexible approach to tasks • Firm, sensitive and effective approach towards pupil discipline • Confident and able to use own Initiative • Calm and confident in a classroom environment • Assertive, firm and fair • Patient and resilient | |
| Other Work Requirements | <ul style="list-style-type: none"> • Right to work in the UK • Commitment to equality of opportunity and the safeguarding and welfare of all students | |

| | | |
|--|--|--|
| | <ul style="list-style-type: none">• Commitment to own continuing professional development (CPD).• Suitability to work with children.• Fluent in written and spoken English to an appropriate level for the role. | |
|--|--|--|