



Wadham School – Job Description

Cover Supervisor



Contract: Permanent

Weeks per Year: Full time

Grade: 13

Responsible to: Cover Manager

Main Purpose

A Cover Supervisor works within the school across Key stages 3,4 and 5. They deliver lessons planned by the class teacher with the aim of ensuring ongoing academic progress during short-term teacher absence.

Main Duties and Responsibilities

- Liaison with Cover Manager before and after cover lessons to ensure effective preparation of the cover lesson.
- Supervise pre-set learning activities in the classroom in the absence of the class teacher, with the ability to use Microsoft TEAMS and Outlook.
- Efficiently take register at the start of lesson and adhere to seating plans prepared.
- Take responsibility for the supervision of whole class groups as they undertake work set during the absence of the class teacher, to ensure a constructive environment, promoting routines, policies and practices relating to behaviour and use sanctions where required.
- Direct Teaching Assistants working within the classes being covered, as appropriate.
- Collect completed work and report about the behaviour of students and any issues arising.
- Undertake training and professional development programmes provided by the school as necessary.

Other Duties

The Cover Supervisor is also required to carry out other supervisory roles including invigilation of examinations and educational visits and to provide support in other areas of the school when there are no cover requirements.

All Wadham staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the school. The particular duties and responsibilities may vary from time to time.

Personal Attributes

Education and Qualifications

5 + GCSEs or equivalent qualifications at grade 4 (C) or above, including English Language and Mathematics or a qualification relating to supervising/and/or directing student activity.

Experience

Experience of working to support children's learning. Previous experience of working with young people of Key Stage 3 and 4 age with skills to work as part of a small team.

Skills and Abilities

Have good communication skills to support student learning and progress.

Establish relationships with students built on respect and trust to allow for confidence in support of teaching and learning.

Model and promote the positive values, attitudes and behaviour expected.

Direct the work of other adults normally present in the learning environment (For example, Learning Support Assistants).

Work effectively and supportively as a member of the school team.

Being flexible with the ability to be proactive and use initiative.

Seek and accept support as part of personal improvement.

Have the ability and independence to make decisions in relation to classroom management and the care, control and safety of pupils.

Excellent time management

Communication skills with the ability to build effective relationships by being positive, optimistic, caring, kind and approachable.

Respect others and be able to embrace the ethos and values of the school

Have the ability to support, challenge and inspire

Motivation

Able to support the ethos arising from the school's Church of England Foundation and value the teaching and learning of our students.

Notes

This job description may be amended at any time in consultation with the postholder. 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.

Key to Acronyms Used/Glossary of Terms Used in this Job Description

SEND = Special Educational Needs & Disabilities
CPD = Continuing Professional Development
CTL = Curriculum Teacher Leader

DHT = Deputy Headteacher
AHT = Assistant Headteacher
STPCD = School Teachers Pay & Conditions Document

