

# Job Description

## Cover Supervisor



### Role

The post-holder's key role is to advance pupil learning in a range of classroom settings, which could mean working with individual pupils, small groups or whole classes.

### Line Manager

The post-holder reports to the Lead Cover Supervisor who will carry out professional reviews in accordance with the school policy.

### Key Tasks

The following outline of tasks does not attempt to specify every duty of the job but indicates the broad areas in which the post-holder is expected to contribute to pupil learning. The post-holder will need to liaise with staff on a day-to-day level, particularly with the Lead Cover Supervisor, Subject Leaders and Subject Teachers.

### Role as Cover Supervisor

- Cover lessons where the teacher normally responsible for teaching a particular class is absent from the classroom during the time they have been timetabled to teach.
- Supervision could be for any subject, for any class in any year group. You will be required to supervise work that has been set in accordance with school policy. Whilst it is clear that in-class support may be limited due to lack of subject knowledge, the post-holder will be required to actively support students in any way appropriate to ensure their learning progresses as intended, according to the specified work set by the teacher.
- Managing the behavior of pupils whilst they are undertaking this work to ensure a constructive environment.
- Responding to any questions from pupils about process and procedures.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures;
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- When necessary, invigilating students whilst carrying out examinations in examination conditions.

### Role as Tutor

The post holder will either be required to cover vertical tutor groups when a teacher is absent, or, will have sole responsibility for a vertical tutor group. This means you will;

- Act as the main point of contact for students and parents/ carers.
- Attend Collective Worship with the tutor group.
- Attend College briefings.
- Complete the register in line with legal requirements, reporting and monitoring student absence.
- Conduct Learning Conversations with students (and parents/ carers) as per the Calendar, following the Learning Conversation protocol.
- Read subject comments and complete tutor comments on reports for tutees as per the Calendar.

- Follow and lead tutor activity planning.
- Lead CW planning for the tutor group.
- Oversee the distribution of notices, checking of equipment, uniform, planners and reading books on a daily basis.
- Conduct literacy and numeracy activities according to the tutor activities plan.
- Participate in whole College and school events (e.g. Sports Day, Big Walk)

### **Role as Teaching Assistant**

When not required for cover supervision activities, the post-holder will work as a Learning Support Assistant supporting KS3 and KS4 'Hot Spot' lessons, where students have been identified as in need of support.

### **Student Supervision at other times**

Duties supervising students when they are out of lessons e.g. at break time or before school will be assigned. The post-holder will be required to deal with poor behaviour using the Schools' Behaviour Policy.

### **Additional responsibilities**

This job description is not necessarily a comprehensive definition of the post. The post-holder is expected to carry out any other tasks that the Headteacher, Senior Leadership Team and Lead Cover Supervisor may from time to time reasonably require. This job description allocates duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. It is a requirement of this post that personal holidays are taken during normal school holidays.

Cover supervision is a responsible role, involving taking sole charge of a group of pupils. It is Worcestershire County Council policy that an enhanced disclosure is required.

In summary, staff undertaking cover supervision should:

- Be familiar with the full range of school policies, particularly those regarding health and safety, equal opportunity issues, safeguarding and special educational needs (SEN);
- Have the necessary skills to manage safely classroom activities, the physical learning space and resources for which they are responsible;
- Understand and be able to use a range of strategies to deal with classroom behavior as a whole and individual behavioral need.

# Person Specification



<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
NVQ level 3 or equivalent qualification or experience	✓	
Very good Numeracy/Literacy skills	✓	
Attended Teaching Assistant induction training		✓
Attended the LEA Cover Supervision training.		✓
<b>Knowledge and Understanding</b>		
Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation	✓	
Knowledge of strategies for enhancing student performance within teams and in classes.	✓	
Understanding of what constitutes best practice in classroom management	✓	
Understanding of what constitutes best practice in Teaching and Learning	✓	
Have ability to understand and support the curriculum	✓	
Very good ICT skills	✓	
Ability to organise, lead and motivate students	✓	
Ability to relate well to children and adults	✓	
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
<b>Experience</b>		
Experience of supporting in a school with secondary aged students.	✓	
<b>Skills, abilities, attributes</b>		
Willingness to support the Christian ethos and Character of the school	✓	
Personal values that are consistent with the ethos of a Church of England School.	✓	
Willingness and ability to play a prominent role in the wider life of the school community by eg. being present at school functions.		✓
Commitment to ensuring all students achieve their full potential.	✓	
Good level of ICT skill for administrative and teaching purposes.	✓	
Excellent leadership skills and ability to motivate students.	✓	
Excellent written and oral communication skills.	✓	
Personal qualities that enable successful relationships to be built with students, colleagues, parents, governors.	✓	
Integrity and sound professional judgement	✓	
Drive, enthusiasm and willingness to initiate and contribute to new developments.	✓	
A good sense of humour.	✓	