

# Wootton Academy Trust

## Cover Supervisor

### Job Description

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Job Purpose:** To supervise classes across the curriculum (KS3 and KS4) in following a programme of study during the short-term absence of their class teacher.  
To contribute to raising standards by providing support to departments and the whole school.

**Job Title:** Cover Supervisor  
**Location:** Wootton Upper School  
**Reporting Line:** Assistant Head (Network/Curriculum) Wootton Upper School  
**Hours:** 32.5 hours per week, term-time only (including 5 training days)  
Monday to Friday 08:15 - 15:15 including a 30-minute unpaid lunch break

**Line management responsibility for:** N/A

### Principal Accountabilities/ Responsibilities

#### Cover Supervision

Under the direction of the Assistant Head, supervise pupils in class during the absence of their class teacher creating and maintaining a purposeful and orderly learning environment.

Take class registers.

Liaise with Subject Leaders and class teachers to ensure that the work set is understood.

Administer clear instructions to the class, based on the detailed work set, and actively supervise pupils as they carry out the instructions.

Inform the class teacher of any non-participation by individual pupils.

Liaise with Teaching Assistants regarding individual pupils being supported in class.

Contribute to the planning and evaluation of work set for covering lessons.

Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy.

	<p><b><u>Support for the School</u></b></p> <p>Be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.</p> <p>Be aware of and support differences to ensure all pupils have equal access to opportunities in order to learn and develop</p> <p>Contribute to the aims and ethos of the school.</p> <p>Work with and support the Pastoral Support Officers when not covering lessons.</p> <p>Develop and maintain effective working relationships with other staff and parents/ carers.</p> <p>Attend and actively participate in relevant meetings as required.</p> <p>Participate in training and other learning opportunities as required.</p> <p>Contribute to and participate in school events and activities.</p> <p>Contribute to the maintenance of a safe and healthy environment.</p> <p><b><u>Other</u></b></p> <p>Support departments and the whole school with the preparation of resources.</p> <p>Contribute to the life of the school including the delivery of enrichment sessions as necessary.</p> <p>Supporting Inclusion Work in the school's inclusion facility to support pupils with special needs.</p> <p>Undertake lunchtime duty as directed by the Assistant Head.</p> <p>To invigilate examinations on those occasions where there is no allocation of cover supervisor duties.</p> <p>To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Assistant Head.</p> <p>To carry out general administration tasks including photocopying, filing, shredding, data input and preparing display boards when required.</p>
<p><b>Other General Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. To ensure a duty of care at all times to safeguard and promote the welfare of all pupils.</li> <li>2. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>3. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.</li> <li>4. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li> </ol>	

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.

**The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility.**

**The job description will be reviewed through the appraisal process.**

# Wootton Academy Trust

## Cover Supervisor Person Specification

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	Educated to GCSE Level with 5 passes C+/4+ including English and Maths	Teaching Assistant Qualification  First Aid at Work qualification  Evidence of further education and training particularly in a school setting
<b>Experience</b>	Experience of working in a school environment within a classroom setting  Experience of managing and engaging groups of young people to learn.	Experience of working with young people with additional needs or behavioural and emotional issues.
<b>Knowledge &amp; Skills</b>	Ability to manage pupils in a classroom situation to promote learning  A high level of organisational ability  Possesses good interpersonal skills, with the ability to communicate effectively verbally and in writing with both staff and pupils  Have an authoritative and confident manner and be able to remain calm in difficult situations and influence behaviour of pupils positively  Ability to work independently and as part of a team.  Sound knowledge of Information Technology and current issues in this area, including the use of ICT in effective teaching and learning.  Have an understanding of the educational system and current developments	Demonstrate a knowledge and understanding of behaviour management strategies and application of these.
<b>Personal competencies and qualities</b>	Ability to learn quickly and have a flexible/ adaptable approach with a willingness to undertake any other duties of a similar level as and when required.	

	<p>A commitment to safeguarding and promoting the welfare of children</p> <p>A liking and respect for young people</p> <p>Be able to maintain appropriate professional relationships with colleagues and pupils</p> <p>Excellent attendance and punctuality</p>	
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