

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Senior Cover Supervisor	<b>Grade:</b> F (points 14 – 19)
<b>Job Family:</b> Educational Support	
<p><b>Overall Purpose of Job:</b></p> <p>As the Senior Cover Supervisor, you will manage cover for day to day and longer-term absences for teaching staff to minimise the disruption to the learning process.</p> <p>When you are not booking/organising cover arrangements, you will fulfil the duties of a Cover Supervisor by providing supervision of pupil learning within the academy. You will need to respond to questions, and generally assist students to undertake set activities and uphold standards of behaviour in the classroom. In addition to cover needs, you will be required to work alongside teaching and classroom-based staff to provide general support for departments. This is a key role in supporting the day-to-day running of the academy/school. It is important for you to be ICT literate and competent in using a variety of software packages.</p>	
<p><b>MAIN RESPONSIBILITIES:</b></p> <p><b>Managing and organising cover for day-to-day and longer-term absences</b></p> <ol style="list-style-type: none"> <li>1. You will be responsible for managing and organising cover for absent staff both teaching and non-teaching staff.</li> <li>2. You will ensure that cover staff have the necessary pre-employment checks and skills/qualifications in place prior to starting work in the academy.</li> <li>3. You will be responsible for organising and providing induction and support for supply staff both teaching and non-teaching.</li> <li>4. You will implement and produce cover reports and statistics for monitoring purposes when required.</li> <li>5. You will be responsible for ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.</li> <li>6. You will be responsible for the management and maintenance of the school diary.</li> <li>7. You will arrange and communicate day-to-day changes in staffing and rooming (e.g., planning for timetable/staffing changes as a result of exams, in-house events, educational visits etc).</li> <li>8. You will buy in additional cover as required.</li> <li>9. You will communicate unplanned absences to learning and faculty leaders/ line managers.</li> <li>10. You will ensure appropriate cover work is available for cover staff in line with academy policy.</li> <li>11. You will use the Trust systems to keep a record of staff absence and provide accurate reports.</li> <li>12. You will work under the guidance of senior teaching staff to provide cover for planned and unplanned absence of teachers within the agreed system of supervision.</li> </ol> <p><b>Supervising students</b></p> <ol style="list-style-type: none"> <li>13. You will supervise student learning by delivering cover work that has been set in accordance with academy policy, following the supportive learning framework.</li> <li>14. You will manage the behaviour of students while they are undertaking their work ensuring a positive and purposeful classroom environment is established.</li> <li>15. You will respond to questions and generally assist students to undertake the set activities within the lesson.</li> <li>16. You will promote the inclusion and acceptance of all pupils within the classroom.</li> <li>17. You will provide feedback to pupils in relation to progress and achievement.</li> </ol>	

18. You will deal with problems or emergencies according to the academy/school policies and procedures.
19. You will ensure that all work is collected and returned to the classroom teacher.
20. You will provide accurate and effective feedback and reports to the teacher on pupil achievement, progress and other matters ensuring the availability of appropriate evidence.
21. You will recognise student achievement in accordance with the academy/school rewards policy.
22. You will work with and liaise with the Teaching Assistants who may be supporting individuals within the cover lesson.
23. You will provide additional support to identified classes during times when cover lessons have not been allocated.
24. You will support lunchtime duties and whole academy/school detentions, where required.
25. You will undertake the role of form tutor, where required.
26. You will contribute to the invigilation of public examinations, where required.
27. You will work under the guidance of senior teaching staff to provide cover for planned and unplanned absence of teachers within the agreed system of supervision.
28. You will participate in appraisal, training and professional development as required.

### **General**

29. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
30. You will participate in training and other learning activities and performance development as required.
31. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
32. You will ensure strict confidentiality in all areas of work.
33. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
34. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
35. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
36. You will always comply with the Trust's policies and procedures.
37. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Knowledge/Skills/Experience**

#### **Essential**

- GCSE Grade C/4 or above, or equivalent, in English and Maths (C)
- NVQ Level 3 qualification and/or equivalent practical work experience (A/I/C)
- Communicating and working effectively, confidently, and respectfully with senior colleagues whilst maintaining confidentiality (A/I/R)
- Working within a school and team environment (A/I/R)
- Working within a partnership context, including co-ordinating collaborative activities and plans (A/I)
- Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met (A/I)
- ICT skills to produce quality reports and documents, and to create and manage simple databases (A/I)
- Able to communicate effectively both orally and in writing with a wide range of people (A/I)
- Proven ability to work as part of a team member to achieve goals in effective co-operation (A/I)
- Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions (A/I)
- Ability to be well organised and accurate in all aspects of the role with the ability to prioritise (A/I)

- Ability to work well under pressure and to respect sensitive and confidential information (A/I)
- Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations, even when working remotely (A/I)
- Diplomacy and discretion and the ability to appropriately manage confidential information (A/I)
- Knowledge of the use of the School Information System (A/I/R)

#### **Desirable**

- Higher Level Teaching Assistant (HLTA) status (C)
- The ability to travel independently across the Trust (I)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

#### **Behaviours**

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy
- Personable
- Motivator

#### **Contacts and Relationships:**

**Managers** - in daily contact with Principal/Head of Academy/Senior leaders within the academy

**Support Staff** – in daily contact with support staff who are involved in classroom support, administration, cover management, site supervision, cleaning, catering and health and safety.

**Trust Staff** – in occasional contact with wider Education team (e.g., Directors of Learning, Subject Directors, Executive Leaders)

**External** – in daily contact with parents/carers, supply agencies, external partners, as required

*Note:*

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.