



JOB DESCRIPTION

JOB TITLE: Cover Supervisor

GRADE: TPLTSS 5

1. JOB PURPOSE:

To supervise the learning of whole classes during the short-term absence of their class teacher as they undertake the work set for them; to invigilate tests and examinations; to support in lessons and to accompany staff and students on educational visits. To manage behavior during lunch breaks. To support the school in systematically managing staff absences, helping to relieve teachers' burden of cover.

2.SAFEGUARDING RESPONSIBILITIES:

This role involves working with children on a daily basis and is therefore in regulated activity.

3. RESPONSIBILITIES AND ACCOUNTABILITIES:

- i) Supervise the work of whole classes set by their class/subject teacher in accordance with school policy
- ii) Register and record pupil attendance in lessons.
- iii) Answer pupil queries about process and procedures relating to the lesson and the work set.
- iv) Manage the behaviour of pupils to ensure a constructive learning environment.
- v) Deal with any immediate problems or emergencies according to school policies and procedures.
- vi) Collect completed work after the lesson and return it to the appropriate teacher.
- vii) Report back, as appropriate, using the School's agreed referral procedures about the behaviour of pupils during the class and any issues arising, to class teacher and/or other senior staff about the behaviour and conduct of pupils in class.
- viii) Assist with other activities relating to the supervision of pupils eg general supervision during lunch periods and with the support and delivery of learning eg personal assistance to teachers, supporting teachers in the classroom.

- ix) Assist with the support and delivery of learning in '*Return to Learn*' eg personal assistance to Teachers, supporting Teachers in the classroom and behaviour intervention work where needed.

Support for the Trust:

- (i) *Develop and maintain working relationships with other professionals*
Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the Trust. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner

Take an active role in supporting and developing a culture of team working for the benefit of pupils, both individually and collectively.

Participate in staff, team and planning meetings.

- (ii) *Contributing to the Management of pupil behaviour and security*
Contribute to the development and maintenance of Trust policies, which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.

Be aware of, understand the Trust's Equality and Diversity Policy, and ensure at all times that the duties of the post are carried out in accordance with the Policy.

Ensure compliance with all Health and Safety legislation and associated codes of practice and Trust policies.

- (iii) *Review and Develop own professional practice*
Develop and maintain effectiveness as a member of staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

4. SPECIAL NOTES OR CONDITIONS:

The post holder is subject to the provisions of all child protection legislation, and the School's policies governing staff who work with children and vulnerable adults.

It is essential that all staff/ volunteers share any disclosures with the safeguarding team if they are concerned about a student in school.

Working across the trust at all academies as directed.

Job Dimensions (Specific to the post holder)

No of Staff Supervised: None

Budget: -

Other Resources: -

Contacts: All members of teaching and support staff, students, parents/careers

5. SUPERVISORY RESPONSIBILITY:

The post holder does not have supervisory responsibilities for other staff.

6. SUPERVISION RECEIVED:

Works within a framework and day-to-day direction by Lead Cover Supervisor. Ongoing dialogue with team leaders and teachers, with timetabled meetings and performance review. Liaison with Central Leaders to ensure continuity of lesson content.

RECEIVED:

DATED:

Person Specification

Job Title: Cover Supervisor

Area	Essential	Desirable
Education	<p>Maths and English GCSE grade A* - C or Numeracy and Literacy Level 2 on the NQF or equivalent.</p> <p>NVQ/VRQ Level 2 Teaching Assistant Qualification.</p>	Working towards HLTA ITQ Level 2 or Level 3 (impacts on grade) Level 3 qualification.
Experience	<p>A minimum of 2 years working as a learning support assistant at level 2 in a Secondary school</p> <p>Behaviour for Learning training to support classroom practice</p>	Three years or more experience working as a learning support assistant at level 2 in a secondary school.
IT skills	Competent ICT skills.	Knowledge of subject specific software.
Other skills	<p>Excellent and effective communication skills.</p> <p>Sound knowledge and understanding of:</p> <ul style="list-style-type: none"> ▪ Child Protection procedures ▪ AEN code of practice ▪ A specific area of curriculum/pastoral expertise which they are prepared to further develop within the post. 	<p>Working with students of secondary age within other appropriate contexts.</p> <p>Specific skills relating to the job description.</p>
Qualities	<ul style="list-style-type: none"> ▪ Ability to work flexibly within a team and motivate students. Demonstrate a professional attitude ▪ Ability to work effectively with a wide range of people across the school and from outside <p>Attendance at directed times as contract.</p>	Attendance at events beyond school hours, by agreement.