Cover Supervisor
Job Description

Job Title
Cover Supervisor
Salary
Grade 13 Point 6-11 actual salary range £11,614-£12,576pa based on full-time equivalent £26,847-£29,071pa
Responsible to
Deputy Head Exams Officer
Hours
20.25 hours per week Term time only plus 1 week (36 working weeks) Permanent

Main Purpose
The role of the Cover Supervisor is to: Work under the guidance of teaching/senior staff to supervise the learning of whole classes during the short-term absence of the class teacher. To maintain good order and keep students on task. To respond to student questions and generally support students in learning activities in line with the school's policies and procedures.

Main responsibilities and duties
The duties and responsibilities listed below are indicative of the tasks the Cover Supervisor will perform, and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise. **General** • Within an agreed framework supervise the work of classes set by their class/subject teacher, supervise and support students undertaking work and support work to establish an appropriate learning environment. • Register and record student attendance in lessons and during tutor periods. • Answer student queries about processes and procedures relating to the lesson and the work set. • Manage the behaviour of students within the agreed school policy and apply a range of supervision and behaviour strategies to deal promptly with conflict, diffusing disruptive and challenging behaviour and ensure students are appropriately engaged on the work set. • Deal with any immediate problems or emergencies according to school policy and procedure. • Collect completed work after the lesson and return to the appropriate teacher. • Report back, as appropriate, using the School's agreed referral procedures; student behaviour and conduct issues during class, to the class teacher and/or other senior staff. • Assist with other activities relating to the supervision of students eg general supervision during break and lunch-time periods and with the support and delivery of learning e.g., personal assistance to teachers, supporting teachers in the classroom. • Administer routine tests and invigilate exams. • Assist general pastoral or curriculum support when not supervising students, including support for students with AEN.

- Participate in appropriate school based meetings and training activities.
- Support the work of the School when not required for cover by undertaking administration or other tasks.
- Accompany teaching staff and students on educational visits.
- Act as emergency First Aid cover as part of the First Aid team.

Information Management

- Maintain appropriate records and provide relevant accurate and up to date information for school review process
- Complete relevant documentation to assist in the tracking of students

Other Specific Duties

- Play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example
- Continue personal development as agreed.
- Comply with the school's Health and Safety Policy
- Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility

Special notes of consideration

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

To undertake such duties as are reasonably expected by the Cover Supervisor.

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for a disabled job applicant or continued employment for any employee who develops a disabling condition.

Review

This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to your responsibilities and duties.

Cover Supervisor
Person Specification

Category	Essential	Desirable
Qualifications and Training	• Minimum 5 GCSEs Grade A - C or equivalent qualification • Excellent literacy and numeracy skills equivalent to NVQ2 or GCSE Grade C in Maths and English • Competence in the use of ICT to support teaching and learning • Requirement to participate in staff training/development programme by participating in arrangements for further training and professional development	• Training in behaviour management skills • NVQ Level 2/3 for Teaching Assistant or equivalent
COMPETENCE SUMMARY. (Knowledge, Abilities, Skills and Experience)	• A passion for supporting young people to develop their knowledge and skills • Understand the principles of teaching and learning • Ability to work with a minimum of supervision and within a team • Ability to manage classroom activities and the physical learning space safely • Ability to contribute to raising standards of attainment and aspiration • Ability to identify own training and development needs and participate in on-going training • Experience of working with or caring for young people in the 11-16 range • Experience of working in a school/educational setting	• Understanding of relevant policies/codes of practice and awareness of relevant legislation • Experience of using ICT effectively to support learning • Knowledge of school policies relating to Health and Safety, behaviour, attendance, equal opportunities and child protection
Interpersonal and communication skills	• Patient and firm when appropriate • Have good planning and organisational skills and a flexible approach to the management of work • Ability to deal calmly with different situations as they arise • Ability to work constructively and flexibly as part of a team and on own initiative and with resilience • Excellent communications skills, both written and oral • Energy and enthusiasm • A positive attitude to school	• Keen to try out new ideas

	• Ability to motivate and inspire young people • Ability to build positive relationships with students and other staff and be an effective role model • A commitment to and interest in the wellbeing, support and achievement of students • Understand and respect principles of confidentiality • To engage actively in the Performance Management Review process	
Additional requirements	Must be eligible to work in the UK. Must satisfy relevant pre-employment checks including DBS Clearance. Two supportive professional references. (References from friends will not be accepted).	