



Post title:	Cover Supervisor
Grade:	Grade 6
Job Family:	Support for Teaching and Learning
Responsible to:	Deputy Headteacher
Hours of work:	32 ½ hours per week Monday: 8.15am – 3.15pm with 30 minutes for lunch Tuesday: 8.15am – 3.15pm with 30 minutes for lunch Wednesday: 8.15am – 3.15pm with 30 minutes for lunch Thursday: 8.15am – 3.15pm with 30 minutes for lunch Friday: 8.15am – 3.15pm with 30 minutes for lunch
Weeks of contract:	39 weeks per annum (term time only and INSET days)
Flexible working:	Flexible working is not available in this post

Role Description

Purpose of the Post
<ul style="list-style-type: none"> To provide cover for absent teachers by supervising prepared lessons To manage the classroom so that students remain on task with the work set To motivate and support students to access the pre-set learning To cover registrations and similar activities ensuring that the school's procedures are followed Cover Supervisors are expected to encourage students and to have high expectations of behaviour for learning. They are expected to facilitate high quality learning by establishing a constructive working environment in the lesson. However they are not qualified teachers and are therefore not required to have subject knowledge, to plan, to teach, to assess, to set homework, or to mark work

Key Tasks and Responsibilities

1	To provide supervision of and be solely responsible for a class of students during lesson time in the absence of a teacher
2	To manage the behaviour of students to promote and maintain order and a calm working environment, including implementation of the school's behaviour policy
3	To report back as appropriate on the behaviour of students during lessons, and any issues arising, using the school's agreed referral procedures
4	To establish productive working relationships with students, acting as a role model and

- setting high expectations
- 5 To promote the inclusion and acceptance of all students within the classroom and school
 - 6 To ensure that the health, safety and welfare of students is maintained at all times
 - 7 To establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support students' learning and progress
 - 8 To liaise with teachers and other relevant professionals regarding the work set for a class
 - 9 To communicate the work set by the class teacher to the students and ensure that they are aware of the teacher's expectations during the course of the lesson with regard to task completion
 - 10 To motivate students to complete tasks set by the class teacher and encourage them to interact and work co-operatively with others to ensure all students are engaged on the set task
 - 11 To respond to any questions from students about process and procedures
 - 12 To deal with any immediate problems or emergencies in accordance with the school's policies and procedures
 - 13 To provide comfort and immediate care in case of minor incidents, and report serious incidents to the appropriate person for action, in accordance with the school's guidance, policies and procedures
 - 14 To collect any completed work after the lesson and return it to the class teacher as appropriate
 - 15 To invigilate examinations
 - 16 To carry out the registration of students in the absence of a teacher
 - 17 To accompany teaching staff and students on educational visits
 - 18 To contribute to the overall ethos, aims, and work of the school
 - 19 To be aware of, uphold, and contribute towards the development of the school's policies and procedures
 - 20 To participate in appropriate school-based meetings and training activities
 - 21 To undertake any administrative duties relevant and appropriate to this post and to provide general administrative support to educational departments as requested when not assigned to cover a class, including display work, filing and other clerical tasks
 - 22 To undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post

Line management or supervisory responsibilities (if applicable)

- None but may be required to assist in basic training or induction of new colleagues

Supervision received (if applicable)

- Line manager is the Deputy Headteacher
- Work is allocated by the Cover Manager
- Supervision of tasks is provided by the Head of Faculty, Head of Year or other relevant teacher
- Supervision of the management of student behaviour is provided through the school's behaviour management system

Corporate Responsibilities

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct

- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

Person Specification

A – application form R- references I – interview T – test

Knowledge and Skills	Essential / Desirable	Evidence
<ul style="list-style-type: none"> ▪ Experience of working in a secondary school environment 	D	ARI
<ul style="list-style-type: none"> ▪ Experience of working with students aged 11 to 18 	D	ARI
<ul style="list-style-type: none"> ▪ Ability to communicate effectively with students as a group and individually, in particular with regard to communicating the tasks set by the teacher, setting out lesson expectations, managing behaviour and responding to queries 	E	ARI
<ul style="list-style-type: none"> ▪ Ability to communicate effectively with staff, in particular with regard to the tasks planned for the lesson, student expectations, behaviour, feedback and queries 	E	ARI
<ul style="list-style-type: none"> ▪ Ability to motivate students 	E	ARI
<ul style="list-style-type: none"> ▪ Practical behaviour management skills 	E	ARI
<ul style="list-style-type: none"> ▪ Ability to work flexibly across the school day covering a range of practical and academic subject areas 	E	ARI
<ul style="list-style-type: none"> ▪ Ability to manage short notice assignments 	E	ARI
<ul style="list-style-type: none"> ▪ Working knowledge of ICT as used in a classroom 	D	ARI
<ul style="list-style-type: none"> ▪ Ability to demonstrate levels of literacy and numeracy equivalent to GCSE grades A to C 	E	ARI
<ul style="list-style-type: none"> ▪ Ability to work accurately under pressure and to meet deadlines 	E	ARI

Personal Qualities	Essential / Desirable	Evidence
<ul style="list-style-type: none"> ▪ Ability to manage student behaviour positively 	E	ARI
<ul style="list-style-type: none"> ▪ Ability to interact effectively and appropriately with students of different ages and abilities 	E	ARI
<ul style="list-style-type: none"> ▪ Enjoyment of working with young people and commitment to supporting learning for every student 	E	ARI
<ul style="list-style-type: none"> ▪ Highly flexible and adaptable 	E	ARI
<ul style="list-style-type: none"> ▪ Able to work in an outdoor or technical environment as well as classrooms 	D	ARI
<ul style="list-style-type: none"> ▪ Ability to remain calm in all situations 	E	ARI

<ul style="list-style-type: none"> ▪ Ability to work co-operatively and flexibly as part of a team ▪ Ability to work alone and deal with situations as they arise, following standard procedures and with access to assistance when required ▪ Integrity, showing trustworthiness ▪ Patient, tactful and approachable ▪ Takes care and pride in all tasks given ▪ Well-organised ▪ Fosters good relationships 	E E E E E E E	ARI ARI ARI ARI ARI ARI ARI
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Qualifications	Essential / Desirable	Evidence
<ul style="list-style-type: none"> • Grade C or above in GCSE Maths or equivalent • Grade C or above in GCSE English or equivalent • Further relevant qualifications 	D D D	ARI ARI ARI

Corporate Competencies	Essential / Desirable	Evidence
<ul style="list-style-type: none"> • General knowledge and understanding of the requirements of a school environment • Ability to relate to students aged 11 to 18 • Punctuality and reliability • Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area • Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the need for confidentiality and knowledge of data protection principles 	E E E E E E E E	ARI ARI ARI ARI ARI ARI ARI ARI

Signed and Dated by Post Holder
Signed: _____ Name: _____ Date: _____