

<b>JOB TITLE:</b>	Cover Supervisor – Level 3
<b>SALARY/GRADE:</b>	Grade 6. Points 18-21 (£9.78 - £ 10.64 per hour)
<b>STATUS:</b>	Permanent
<b>WORKING YEAR:</b>	Term Time only, plus PD days as required

*Conditions of service are those specified by the National Joint Council for Local Government Services*

## **GENERAL INFORMATION**

To supervise whole classes during the short-term absence of the class teacher, under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures. Where no cover is required, the post holder would be expected to undertake other support for the school.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **Organisation**

- To work to the Deputy Headteacher and Headteacher's PA
- When not required to cover or invigilate, to work to the SENCO or SLT

### **Support for Students**

- Supervise work that has been set by teaching staff
- Use specialist skills, training and experience to support students
- Establish and maintain productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom.
- To be aware of particular students' specific needs as identified in ILP's (Individual Learning Plans)
- Support students consistently whilst recognising and responding to their individual needs
- Provide feedback to students in relation to progress and achievement.

### **Support for the Teacher**

- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Collect any completed work after the lesson and return to the appropriate teacher
- Manage student behaviour to ensure a constructive environment
- Report back as appropriate, using the school's agreed referral procedures on the behaviour of students
- Promote positive values, attitude and good behaviour, dealing promptly with conflict and incidents, in line with established policies
- Deal with any immediate problems or emergencies, according to the school's policies and procedures

**Administration of Exams (Invigilation)**

- To liaise with the Headteacher and Examinations Officer responsible for examinations
- To supervise external GCSE examinations and internal examinations, where required, and to be familiar with the regulations concerning those examinations

**Support for the School**

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as, required
- Participate in training and other learning activities as required

**Administrative Support (when required)**

- To work with subject departments for administrative and display purposes.
- To undertake a weekly break duty
- Undertake planned supervision of students' out-of-school-hours learning activities
- Assist with the supervision of students out of lesson time, including before and after school and at break times
- Supervise students on visits, trips and out-of-school activities as required
- Provide clerical/admin support, e.g., photocopying, typing, filing, collecting money etc

Any other duties that would reasonably be expected of the post holder.

**PERSON SPECIFICATION**  
**COVER SUPERVISOR – LEVEL 3**  
**GRADE 6**

	Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Good standard level of education</li> <li>➤ 5 GCSEs or equivalent</li> <li>➤ First Aid Qualification</li> <li>➤ NVQ Level 3 for Teaching Assistants or equivalent, or willingness to undertake this qualification</li> </ul>	✓	✓  ✓  ✓
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>➤ 2-3 years experience of working to support children's learning</li> <li>➤ Experience of working in an educational setting or other relevant environment</li> </ul>	✓	✓

	Attributes	Essential	Desirable
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>➤ Very good Numeracy and literacy skills</li> <li>➤ Full working knowledge of relevant codes of practice/policies i.e. Child Protection</li> <li>➤ Understanding of principles of child development and learning processes</li> <li>➤ Working knowledge of national curriculum and other relevant learning programmes and strategies</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>➤ Willingness to participate in training and development opportunities</li> <li>➤ Very good ICT skills and ability to use ICT to support learning</li> <li>➤ Ability to use other equipment/technology i.e. printer, camera, photocopier etc.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	

	Attributes	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> <li>➤ Excellent communication skills</li> <li>➤ Ability to relate well to children and adults</li> <li>➤ Ability to work well as part of a team</li> <li>➤ Flexibility and reliability</li> <li>➤ Ability to maintain confidentiality</li> <li>➤ Ability to work with a diverse range of people</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
Special Conditions	<ul style="list-style-type: none"> <li>➤ Willingness to undertake an Enhanced Criminal Records Bureau check</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	