**Job Description – Cover Supervisor**

Responsible to: Cover Manager

Hours: 30 hours per week

Weeks per year: 44.65

Salary: Dorset Grade 6 £12,094-£13,490

**Job Purpose:**

**To supervise and support students who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. The preparation of work will have already been set by the teacher.**

**Main Job Purpose:**

This is primarily a role based in a classroom or other learning environment.

Cover supervisors will have high expectations of all students and respect for their social, cultural, linguistic, religious and ethnic backgrounds.

They may however carry out work specified in the regulations made under section 133 of the Education Act 2002, under the direction and supervision of a qualified teacher.

This post-holder will be deployed on a daily or short term basis to cover the short term absence of a teacher. Deployment may therefore change on a daily basis.

**Main Responsibilities and Duties:**

Cover supervision is likely to include the following core elements:

* To take sole charge of a group or class of students in the short term or unforeseen absence of their usual teacher.
* Registering attendance in accordance with school policy.
* Responding to any questions from students about process and procedures and the work that they are engaged in. Supporting student’s use of associated resources.
* Managing the behaviour of students whilst they are undertaking this work to ensure a constructive learning environment.
* Dealing with any immediate problems or emergencies according to the school’s policies or procedures.
* Collecting completed work and resources after the lesson and returning it to an appropriate teacher with comments on any learning issues arising and progress made.
* Reporting back as appropriate using the school’s agreed referral procedures on the behaviour of students during the lesson(s) and any issues arising.
* Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy.

**Knowledge & Skills:**

**Essential:**

* Know and be able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEN).
* Have the necessary skills to manage safely, the classroom activities, the physical learning space and the resources for which s/he is responsible.
* Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.
* Take personal responsibility for their own professional development.
* Be flexible and be able to use initiative.

**Desirable:**

* The intention to progress to teacher training.
* Recent successful experience as a Teaching Assistant or similar position within an educational environment.

**Supervision and Management:**

* To work with a designated member of teaching or support staff according to the school’s normal policy and practice for covering absent teachers.
* To supervise and support students and their learning within the context of the learning environment, in accordance with the learning activity/work set.
* To work effectively with other adults normally present in the learning environment.

**Problem Solving and Creativity:**

* Use of a variety of interpersonal skills and strategies to establish supportive and positive relationships with students.
* Know and use the school’s referral system as appropriate in the event of problems with an individual student, or class or other adult.
* Flexibility in carrying out duties will be required.

**Key Contacts and Responsibilities:**

* Establish relationships with students, treat them consistently, with respect and consideration, and be concerned for their progress during the period of supervision.
* Model and promote the positive values, attitudes and behaviour expected from the students with whom they work.
* Know when to seek help and advice.

**Decision Making:**

There will often be a need to make immediate decisions, without initial referral to teachers, in relation to classroom management and the care, control and safety of students.

Cover supervisors will be employed to take classes when the teacher is not present to supervise students engaged in work set by a teacher, to maintain discipline and Health and Safety.

**Resources:**

* Appropriate books, stationery, writing equipment.
* ICT and AVA equipment.

**Working Environment:**

* Normal school environment.
* Frequent use of ICT and AVA equipment.
* Lifting of books and equipment.
* School sites are extensive and post-holders may be required to work throughout the site on more than one floor.
* School environment with a variety of learning environments including classrooms and specialist areas.
* Occasional requirement to work outside the normal school environment eg visits