**JOB PROFILE**

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| **Job title**:  | Cover Supervisor  |
| **Responsible to:** | Cover Officer  |
| **Responsible for:** | N/A |
| **Salary / Grade**:  | Grade 3, £16,781 - £18,070 (pro rata) |
| **Working hours / weeks:** | 37 hours, 39 weeks a year  |
| **Core purpose:** | To supervise whole classes’ during absence of teachers, ensuring students are supported consistently, whilst recognising and responding to their individual needs.  |

**Corporate responsibilities:**

* To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
* To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
* To contribute to a culture of continuous improvement.
* To comply with all reasonable management requests.

**Key responsibilities:**

* Supervise whole classes’ during absence of teachers, responding to questions from students and assisting them to undertake set activities.
* Provide support in lessons when not required to cover lessons.
* Assist in administrative tasks within faculty and pastorally when required.
* Comply with school guidelines on rewards and behaviour of students, recording this as necessary.
* Establish positive relationships with students, acting as a positive role model and setting high standards.
* Support all students consistently, whilst recognising and responding to their individual needs.
* Work with staff to establish a learning environment which is positive, purposeful, orderly and productive.
* Be responsible for updating records and information as agreed with staff and within school guidelines. Ensure feedback is provided to staff on lessons covered.
* Attend relevant school meetings as required.
* Be aware of and comply with policies and procedures of the school, particularly relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to an appropriate person.
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Cover Officer.

**Notes**:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

**Core Values:**

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| Respect for individuals**:** | We work together to create a culture based on trust, respect and dignity. |
| Integrity: | We are open, honest and direct in our dealings. |
| Collaboration: | We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives. |
| Continual improvement: | We are a learning organisation that strives always to ‘make our best better’. |
| Accountability**:** | We hold ourselves accountable and take ownership. |

**PERSON SPECIFICATION**

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| **Role**:  | E/D | A | I |
| **Qualifications and Training**  |
| 1 | Level 2 qualifications in maths/numeracy and English/literacy | E | ✓ | ✓ |
| 2 | NVQ 3 in Supporting Teaching and Learning, or equivalent | D | ✓ | ✓ |
| **Experience** |
| 3 | Experience of working with children  | D | ✓ | ✓ |
| 4 | Experience of effectively managing pupil behaviour in accordance with the school policy and procedure | D | ✓ | ✓ |
| **Knowledge and understanding** |
| 5 | Knowledge of child protection and health and safety procedures | E | ✓ | ✓ |
| 6 | Awareness of statutory frameworks relevant to the role  | D | ✓ | ✓ |
| **Skills and abilities** |
| 7 | Ability and willingness to undertake professional development. | E | ✓ | ✓ |
| 8 | Strong communication skills  | E | ✓ | ✓ |
| 9 | Empathy with children and young people. | E | ✓ | ✓ |
| 10 | Ability to use own initiative to work flexibly and respond positively to a range of situations | E | ✓ | ✓ |
| 11 | Ability to work effectively as part of a team | E | ✓ | ✓ |
| **Personal attributes** |
| 12 | Is a strong role model for students which includes having excellent professionalism, attendance and punctuality  | E | ✓ | ✓ |
| **Other** |
| 13 | A commitment to uphold and promote equality of opportunity  | E | ✓ | ✓ |
| 14 | Demonstrates an understanding of Safeguarding issues relevant to the post | E | ✓ | ✓ |

**KEY:**

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| **E** | Essential  |
| **D** | Desirable |
| **A** | Assessed by Application Form  |
| **I** | Assessed by Interview |