

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Cover Supervisor
JD Reference:	Meridian Trust 013
School/Academy:	
Weeks:	
Hours of work:	
Salary:	Grade 6
Responsible to:	Cover Manager

Role:	To provide high-quality cover to classes in the absence of the teacher.
Purpose of job:	To supervise classes across the curriculum (KS3 & KS4) following a programme of study during the short-term absence of their class teacher, actively engage with the class and follow all classroom procedures as per the classroom teachers instructions, to contribute to raising standards by providing support to departments and the whole academy, to assist with student intervention as directed.

### Responsibilities and Accountabilities:

#### Cover Supervision

- Under the direction of the Cover Manager, supervise pupils in class during the absence of their class teacher
- Take class registers, as and when appropriate
- Liaise with Curriculum Leader, where possible, to ensure that instructions are clarified
- Liaise with Teaching Assistants regarding individual pupils being supported in class
- Administer clear instructions to the class, based on the detailed work set, and actively supervise pupils as they carry out the instructions
- Inform the class teacher of any non-participation by individual pupils
- Contribute to the planning and evaluation of work set for covering lessons
- Provide feedback on learning activities and contribute to school review and development planning



- Contribute to behaviour management within the academy, in accordance with the academy's Behaviour Policy

### **Support for the School**

- During periods when cover is not needed, work under the direction of the Cover Manager e.g., Exam invigilation, support for SSAs, support for Reception etc
- Undertaking and participating in any training as and when required
- The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager
- This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder's professional responsibilities and duties

### **Support for School/Academy/Place of work:**

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices and procedures

### **Data security:**

- Act following legal provisions regulating confidentiality and security of data and in under GDPR

### **Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Contribute to the maintenance of a safe and healthy environment
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### **Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust



- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

### **Child Protection and Safeguarding**

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

**Updated: January 2022**



**Person Specification:  
Cover Supervisor**

Assessment Key:  
A = Application Form  
I = Interview

<b>Education and Qualification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Good educational background with GCSE or equivalent in English Language	✓		A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Experience of subject background	✓		A/I
Experience of working in the education sector		✓	A/I
Experience of working with young people in a learning environment		✓	A/I
Experience of working as part of a team	✓		A/I
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Knowledge of using different IT software such as Microsoft Office, Email	✓		A/I
Good interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person)	✓		A/I
Ability to establish good working relationships with colleagues	✓		A/I
Ability to work as an individual, as well as part of a team	✓		A/I
Ability to work using own initiative	✓		A/I
Ability to remain calm and professional at all times	✓		A/I
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Highly motivated and enthusiastic	✓		A/I
Committed and reliable	✓		A/I
High professional standards	✓		A/I
Excellent timekeeping	✓		A/I



<b>Child Protection</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Flexibility of working hours	✓		A/I

