

Steyning Grammar School Job Description

Title: Cover Supervisor
Responsible to: Cover Manager

Purpose of the Job

To be responsible for the supervision of groups or classes whose teacher is absent unexpectedly for illness or personal reasons, or through planned continuing professional development. Where there is not a requirement to cover lessons, administrative support will be provided to meet the needs of the school.

Main Duties

- To supervise pupils, receiving and registering students, communicating and supervising the work set to the pupils, responding to any questions. To oversee the issue of books and equipment necessary for the lesson, assisting the pupils with their work where appropriate. To ensure pupils have recorded any homework in their planners.
- To manage the behaviour of pupils and maintain good order in the classroom, overseeing the collection of books and equipment at the end of the lesson, and ensuring they are returned to the appropriate place.
- To return work and resources to the subject team, informing the subject team of the point reached by pupils.
- To report any problems, difficulties, successes etc to the subject team, ensuring the school's published procedures have been followed.
- To assist in the invigilation of internal and external examinations in accordance with published procedures and under the guidance of the Exams Office staff.
- To assist with supervision of pupils during their lunch break, escorting pupils between sites as and when required. To assist with the supervision of pupils on visits and outside activities as required.
- To carry out administrative tasks as and when required
- To cover for the Cover Manager in their planned and unexpected absence
- To be responsible for promoting your own professional development through training.
- To carry out any other reasonable task at the request of the Headteacher/Cover Manager.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals of about one year and may be subject to modification or amendment at any time after consultation with the holder of the post.

All post holders share responsibility for safeguarding and promoting the welfare of children

Mrs Nat Nicol
Associate Headteacher
September 2021

Person Specification: **Cover Supervisor**
(E = Essential D = Desirable)

Qualifications:	
Qualified to NVQ 2 or equivalent	E
Knowledge:	
A working knowledge of Word, excel and the internet	D
Skills:	
Good organisation skills	E
Good interpersonal skills	E
Ability to work unsupervised and on ones own initiative	E
Experience:	
Experience of working under pressure in a busy environment	E
Experience of dealing with young people in work or home situation	E
Experience of working in a school or similar establishment	D
Values:	
Tenacious, resilient and professional	E
Proven ability to work appropriately with young people	E
Able to work productively with pupils, acting as a role model, setting high expectations	E
Flexible	E
Safeguarding:	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E
All postholders' share responsibility for safeguarding and promoting the welfare of children	

Please note:

In addition to candidates' ability to perform the duties of the above post, the interview (if successfully shortlisted) will also explore issues relating to safeguarding and promoting the welfare of children.