

## **JOB DESCRIPTION**

**Job Title:** Cover Supervisor

**Grade:** GR3

**No of Posts:**

### **1.0 JOB PURPOSE:**

- 1.1** To supervise whole classes under the guidance of teaching/senior staff. Including implementing work programmes, managing pupil behaviours and assisting pupils in relevant activities in line with the schools policies and procedures

### **2.0 DUTIES AND RESPONSIBILITIES:**

- 2.1** Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- 2.2** Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
- 2.3** Respond to any questions from pupils about process and procedures but excluding lesson content
- 2.4** Deal with any immediate problems or emergencies according to the school's policies and procedures
- 2.5** Collect any completed work after the lesson and return it to the appropriate teacher
- 2.6** Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- 2.7** Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- 2.8** Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser
- 2.9** Contribute to the overall ethos/work/aims of the school
- 2.10** Recognise own strengths and areas of expertise and use these to advise and support others
- 2.11** Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- 2.12** As required and under the guidance of teaching/senior staff, undertake a range of other activities to support pupils learning that may include: contributing to lesson planning, evaluating and adjusting lessons, implementing agreed learning strategies, etc.

- 2.13** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.15** To ensure all tasks are carried out with due regard to Health and Safety
- 2.16** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.17** To adhere to the ethos of the school
  - 2.17.1** To promote the agreed vision and aims of the school
  - 2.17.2** To set an example of personal integrity and professionalism
  - 2.17.3** Attendance at appropriate staff meetings and parents evenings
- 2.18** Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**3.0 SUPERVISION RECEIVED:**

**3.1 Supervising Officer’s Job Title:**

**3.2 LEVEL OF SUPERVISION**

- ~~1. Regularly supervised with work checked by supervisor~~
- 2. Left to work within established guidelines subject to scrutiny by supervisor
- ~~3. Plan own work to ensure the meeting of defined objectives~~

**4.0 SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

- Use 1, 2 or 3 as in 3.2

**5.0 SPECIAL CONDITIONS:**

**PERSON SPECIFICATION****Job Title:** Cover Supervisor**Job No:****Grade:** GR3**Division:****No of Post:****Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Experience of working in a school	AF/I
	Experience of supporting children in a classroom environment	AF/I
	Knowledge of current educational issues	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	Ability to manage the behaviour of students and promote and maintain a calm working environment	AF/I
	Knowledge of Product Design	AF/I
	Ability to relate well to students	AF/I
	Good ICT skills	AF/I
	Excellent interpersonal skills	AF/I
	Good organisational skills	AF/I
	Ability to identify work priorities and manage own workload	AF/I
	Ability to interpret varying situations and adapt accordingly	AF/I
	Ability to establish positive relationships	AF/I
	Ability to cope with conflicting demands and interruptions	AF/I
Ability to meet the physical demands of the post	AF/I	

<b>TRAINING</b>	Interest in own personal development and willingness to undertake further training	AF/I
<b>EDUCATION/ QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications	GCSE's in English, Mathematics and Technology  Degree or equivalent	AF/I  AF/I
<b>OTHER</b>	Must be willing to work in a developing and pressured environment in order to meet the needs of the school  Able and confident to work on own initiative whilst being part of a team	AF/I  AF/I
<b>CONTRA INDICATION</b>	Criminal convictions involving offences against children  Unsatisfactory CRB/ISA check  Ineligibility to work in the UK  Inability to work under pressure	AF/I  AF/I  AF/I  AF/I