



Job Description

Job Title:	Cover Supervisor
Location:	West Exe School
Responsible To:	Senior Deputy Headteacher for Teaching & Learning
Salary Grade:	D

1. Key Purpose of Job

- 1.1. To supervise whole classes during short-term absence of teachers and to respond to questions and generally assist pupils in undertaking set activities.

2. Anticipated Outcomes of Post

- 2.1. Students, regardless of their social or cultural background, are motivated to succeed and are supported to maximise their learning and progress at School.

3. List Key Duties and accountabilities of the post

- 3.1. Supervise whole classes during pre-planned learning activities, which have been set in accordance with School policy
- 3.2. Collect finished work, as necessary, and return to the appropriate teacher
- 3.3. Provide 1-1 support to students and support other classroom activities when covers is not needed
- 3.4. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- 3.5. Repot, as appropriate, using the School's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- 3.6. Establish productive working relationships with pupils, acting as a role model and setting high expectations for behaviour
- 3.7. Promote the inclusion and acceptance of all pupils within the classroom
- 3.8. Work consistently whilst recognising and responding to individual pupil needs
- 3.9. Encourage pupils to interact and work co-operatively with others
- 3.10. Promote independence and employ strategies to recognise and reward achievement of self-reliance

Whole School Duties as Required

- 3.11. Support invigilation for Examinations.
- 3.12. Assist with the supervision of pupils out of lesson times, including break and lunchtimes.



3.13. Accompany teaching staff and students on visits, trips and out of school activities.

4. Budgetary / Financial Responsibilities of the post

4.1. None

5. Supervision / Line Management Responsibilities of the post

5.1. None

6. Working Environment & Conditions of the post

6.1. In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel within any School in the Ted Wragg Multi Academy Trust.

7. Other Duties

- 7.1 To undertake additional duties as required, commensurate with the level of the job.
- 7.2 To contribute to the effective working of the school.
- 7.3 Maintain positive, professional relationships with students, parents / carers and teachers.
- 7.4 Maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld.
- 7.5 To participate in induction training, staff review processes and professional development opportunities.
- 7.6 All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- 7.7 The School operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the School buildings, enclosed spaces within the curtilage of buildings, and School vehicles.
- 7.8 The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- 7.9 The post-holder is expected to familiarise themselves with and adhere to all relevant School Policies and Procedures.
- 7.10 The post-holder must comply with the School's Health and Safety requirements specifically for the school they are working at
- 7.11 The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post



Person Specification

	Essential / Desirable	Evidence
Qualifications and Professional Development:		
Minimum Level 2 qualifications (GCSE or equivalent, to include English and Maths)	E	A, C, I, R
Good numeracy/literacy skills.	E	A, I, R
Requirement to participate in training/development as/when identified by line manager as essential for performance of the post.	E	A, I, R
Knowledge/ Experience		
Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.	E	A, I, R
Experience of working with young people	E	A, I, R
Behaviours		
Effective team player.	E	A, I, R
Vision aligned with West Exe School's high aspirations/expectations of self and others.	E	A, I, R
Genuine passion and a belief in the potential of every child.	E	A, I, R
Motivation to continually improve standards and achieve excellence.	E	A, I, R
Ability to use own initiative and to work independently and also to work as part of a team.	E	A, I, R
Ability to work under pressure and remain calm in difficult situations.	E	A, I, R
Teaching and Learning		
Commitment to driving standards and ensuring every child is challenged to achieve their maximum potential.	E	A, I, R
Has good communication, planning and organisational skills.	E	A, I, R
Demonstrates resilience, motivation and commitment to driving up standards of achievement.	E	A, I, R
Acts as a role model to staff and children.	E	A, I, R
Excellent communicator who enjoys working as part of a team.	E	A, I, R
Commitment to regular and on-going professional development and training to establish outstanding classroom practice.	E	I
Other		
Committed to equality of opportunity and the safeguarding and welfare of all pupils	E	I, R
Effective use of ICT packages e.g. Word, Excel or equivalent.	E	A, I, R
Ability to fulfil all spoken aspects of the role with confidence and fluency in English.	E	A, I, R
This post is subject to an enhanced DBS disclosure	E	A, I, R

Key to Evidence: A – Application Form & Letter, C – Certificates, I – Interview, R – Reference