



The Bishop Wand Church of England School

Position	Cover Supervisor	Grade	Surrey Pay 6
Department	Cover	Work Pattern	Monday to Friday 8.10am to 3.15pm <i>25 minute morning break</i> <i>40 minute lunch break</i>
Line Manager	Lead Cover Supervisor		

Job Profile

Job Purpose
To provide cover support in lessons and to promote a positive and constructive learning environment for students with the aim of them achieving their lesson objective.

Responsibilities

1.0	Learning and Teaching
1.1	Supervise lessons in the absence of a teacher, making sure work that is set is completed and to ensure that a purposeful and safe working atmosphere is maintained at all times.
1.2	Accurately register attendance of students in lessons, ensuring that students who are not present have an appropriate reason for their absence as noted on SIMS.net.
1.3	Establish productive working relationships with students, acting as a role model and setting high expectations for behaviour and attitude in lessons.
1.4	Support students consistently whilst recognising and responding to their individual needs.
1.5	Promote positive values, attitudes and good student behaviour, dealing promptly with and reporting any conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour.
1.6	Accurately register attendance of students in lessons, ensuring that students who are not present have an appropriate reason for their absence as noted on SIMS.net.
1.7	Maintain awareness of the Register relating to SEND students, ensuring that appropriate strategies are developed and employed for dealing with students.

1.8	To develop and maintain a set of resources to be used with cover classes, as required.
1.9	Provide support and assistance in the invigilation of internal and public examinations as required.
1.10	Provide support with break and lunch duties as required.
1.11	To take responsibility for a Tutor Group as required.
1.12	Under the direction of the lead teacher, to accompany groups of students on school trips and to ensure the health, safety and welfare of those students.
1.13	To assist, where necessary, in departments with technician, learning support and/or administrative duties.
2.0	Other
2.1	To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential sensitive information in line with data protection legislation.
2.2	Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
2.3	To ensure compliance with all School policies and procedures and continually promote and support the ethos of the School.
2.4	Participate in training and other learning activities and performance development as required.

Revision Date	May 2019
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Employee Specification

Qualifications	
Five GCSEs or equivalent at Grade C or above including English and Maths	Essential
Knowledge and Experience	
A minimum of 1 years' experience working with children in a formal setting e.g. employment without immediate supervision	Essential
Experience of working in an educational environment	Desirable
Knowledge of child protection and health and safety procedures	Desirable
Sound knowledge and experience of Microsoft Office applications	Essential
Experience of SIMS.net within an educational setting	Desirable
Abilities and Skills	
Ability to effectively managed student behaviour in accordance with the School's behaviour management policy and procedure.	Essential
Ability to empathise and be positive with children and young people	Essential
Highly effective written and verbal communication skills	Essential
Ability to communicate sensitively and with complete discretion	Essential
Effective time management skills and ability to work under pressure	Essential
Strong organisational skills and attention to detail	Essential

Ability to work flexibly and to work effectively as a member of a team	Essential
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