

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Cover Supervisor	Location	Ash Green School
Salary	NJC PayScale - £25,989 - £28,142 (£22,353 - £24,205 pro rata for term time only)	Hours	37
Department	Support Staff	Reports To	Assistant Principal

JOB PURPOSE:

To support whole classes during the short-term absence of teachers, delivering the content of work set by the teacher, maintaining good order, responding to questions and generally assisting students to undertake set activities.

KEY RESPONSIBILITIES AND DUTIES:

Lesson Supervision & Support

- Supervise students during learning activities to ensure objectives are met.
- Deliver lesson instructions as provided by the teacher.
- Maintain a calm and secure learning environment.
- Manage student behaviour and set high expectations for conduct.
- Respond to student questions about processes and procedures.
- Encourage students to stay on task and improve work quality.
- Promote inclusion and be aware of individual student needs (e.g. EHCPs).
- Ensure safe use of equipment and materials.
- Support students in using ICT and other resources effectively.

Monitoring & Reporting

- Keep records of student attendance and punctuality; report observations to tutors.
- Check uniforms and jewellery; refer issues to the student support leader.
- Maintain records to provide accurate feedback to teachers and students.
- Refer student concerns to tutors, subject leaders, or team members.

Additional Duties

- Support duty teams during breaks and lunchtimes as required.
- Provide cover for form tutor sessions.
- Invigilate examinations.
- Supervise pupils during school visits in place of teachers.
- When not covering lessons, assist with administrative tasks or in-class support to reduce teacher workload.
- Attend in-house training sessions and other meetings as directed.

Support for the School

- Contribute to collaborative work across Creative Education Trust schools.
- Undertake any other reasonable duties appropriate to the role.
- Comply with policies on safeguarding, health and safety, confidentiality, and data protection.
- Support diversity and promote equal opportunities for all.
- Contribute to the overall ethos and aims of the school.
- Appreciate and support the roles of other professionals.

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- Attend and participate in relevant meetings.
- Engage in training, learning activities, and professional development.
- Recognise and use personal strengths and expertise to support others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the principal to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Maths and English GCSE at Grade C or above (or equivalent) 	<ul style="list-style-type: none"> • A knowledge and understanding of learners needs in a specialist area.
EXPERIENCE	<ul style="list-style-type: none"> • Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements. • Understanding of aims, content, teaching strategies and intended outcomes in lessons. • Working and supporting learners in an educational environment. • Experience of effective delivery of specific areas of the curriculum to individuals and in small groups • Knowledge of the key factors affecting the way young people learn. • Knowledge of a range of strategies to establish purposeful learning and promote good behaviour. • Teamwork – Proven experience of effective team and independent working. 	<ul style="list-style-type: none"> • Successful experience in the Secondary setting.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Ability to apply behaviour management policies and strategies which contribute to 	

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	<p>a purposeful learning environment.</p> <ul style="list-style-type: none"> • Understanding of relevant policies, work independently, motivate and inspire with a creative approach to problem solving. • Commitment to regular and on-going professional development and training to establish outstanding classroom practice. • Must have the ability to work calmly under pressure and have the ability to adapt quickly. • Effective integration of ICT to enhance personal development and enrich students' learning experiences. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Motivation to work with children. • Ability to form and maintain appropriate relationships and personal boundaries. • Emotional resilience in working with challenging behaviours and attitudes. • Must have excellent communication skills, both verbal and written. 	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.