

**THE HOWARD PARTNERSHIP TRUST**  
**Thomas Knyvett College**

**COVER SUPERVISOR JOB PROFILE**

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
<p><b>S5</b></p> <p><b>£13,078-£15,255pa pro rata</b></p> <p><b>(£18,410 - £21,474pa FTE)</b></p>	<p><b>Cover Supervisor</b></p> <p>Reporting to: Senior Leadership Team member with responsibility for Cover.</p> <p>30 hours/39 weeks (term-time)</p>	<p>Supervises whole classes during the short-term absence of teachers. The primary focus is on maintaining good order and keeping students on task. Needs to respond to questions and generally assist students to undertake set activities.</p> <p>Under the direction of the teacher:</p> <ul style="list-style-type: none"> <li>• Supervises work that has been set in accordance with the school policy</li> <li>• Register class as and when required</li> <li>• Manages the behaviour of students whilst they are undertaking this work to ensure a constructive working environment to aid learning</li> <li>• Develop curricular knowledge as requested by the school</li> <li>• Responds to any questions from students whilst they are undertaking this work to ensure a constructive environment</li> <li>• Deals with any immediate problems or emergencies according to the school's policies and procedures</li> <li>• Collects any completed work after the lesson and returns it to the appropriate teacher</li> <li>• Ensure any books or equipment used is returned to the relevant Head of Faculty at the end of the lesson or as soon as possible thereafter</li> <li>• Reports back as appropriate using the school's agreed referral procedures on the behaviour of students during class and any issues arising</li> <li>• Clerical or administrative support to a nominated</li> </ul>	<p>Able to engage with young people in a positive way.</p> <p>Possess good interpersonal and communication skills so as to relate effectively to and earn the confidence of staff, students and parents.</p> <p>Able to work with people with experience gained in a work or voluntary setting.</p> <p>Able to understand and apply the full range of school policies; including learning and teaching, equalities, special needs and behaviour management.</p> <p>Able to manage safely the classroom activities, physical learning space and resources, with due regard to school Health and Safety policy.</p> <p>Able to use a range of strategies to deal with classroom behaviour as a whole, as well as individual behavioural needs.</p> <p>Be sensitive to students' needs and concerns so as to identify welfare problems/student issues and report them as necessary. Be aware of child protection arrangements.</p> <p>Able to work flexibly.</p> <p>Able to build appropriate knowledge of subject contexts or key stage in which working.</p>	<p>Previous experience with behaviour management strategies is essential. Unqualified teaching experience or HLTA status is essential.</p> <p>Numeracy and literacy skills equivalent to GCSE grade C in English and Maths with A' levels and further education are desirable.</p> <p>Post Holder should demonstrate a commitment to on-going professional development.</p> <p>Training and development to include:</p> <ul style="list-style-type: none"> <li>• Induction Training</li> <li>• On the Job Training</li> <li>• Familiarisation with College policies and practice</li> <li>• Support Staff Performance</li> <li>• Management Programme</li> <li>• Safeguarding Training</li> <li>• Cover supervisor induction training</li> <li>• Interpersonal communication</li> <li>• SIMS</li> <li>• External courses at direction of line manager</li> <li>• Further behaviour management strategies and guidelines</li> <li>• Classroom observations</li> </ul> <p>Familiarisation with school policies and practice re setting work for cover lessons, health and safety, special needs and equal opportunities</p>

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		<p>faculty if no cover is required</p> <ul style="list-style-type: none"> <li>• Administering routine tests and invigilating exams as and when required</li> <li>• Assisting with the supervision of students outside lesson times, including before and after school and at lunchtimes</li> <li>• Accompanying students on visits, trips and out of school activities at the guidance and supervision of the teacher</li> <li>• Maintain confidentiality in and outside the workplace with particular regard to data on the School's computer systems.</li> <li>• Be pro-active in matters relating to health and safety</li> <li>• Support aims and ethos of the School, setting a good example in terms of dress, behaviour, punctuality and attendance</li> <li>• Any other reasonable duties</li> </ul>	<p>Uphold and support the School's Policies and procedures on the safeguarding of young people.</p> <p>Able to work alone or in a team.</p>	<p>Instruction in the use of audio-visual and ICT equipment and resources likely to be used in the classroom</p> <p>Courses leading to qualification include: The core and some of the optional National Occupational Standards for Supporting Teaching and Learning are relevant to this role - Support Work in Schools VQ – at level 2 or 3. This qualification includes elective modules on Cover Supervision.</p> <p>Inclusion on Support Staff Performance Management Programme.</p> <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring (DBS).</p> <p>The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.</p>
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