



Job Description

Job Title: Cover Supervisor

Responsible To: Directly responsible to the Cover Manager

Responsible For: No other members of staff

Salary: GS 6

Job Purpose:

- To work with the Cover Manager in coordinating cover to ensure the teaching and learning of students will not be detrimentally affected by a staff absence.
- To assist with the delivery of schemes of work across the school to a high standard.
- To manage excellent student conduct within a large cover environment.
- To plan and tailor specified work to meet the needs of individual students and classes.

Main Duties:

The principal accountabilities of the role are set out below but they are not intended to reflect an exhaustive list of duties.

- To work with and provide support to the Cover Manager in the organisation of daily cover arrangements including:
 - To plan and tailor specified work to meet the needs of individual students and classes.
 - Teach whole classes during the short-term absence of teachers and registering students.
 - Liaise with subject teachers and Heads of Department to discuss and plan appropriate work for students due to staff absence.
 - Deliver high quality lessons, maintain good order and keep students on task, manage behaviour in line with school policy.
 - Communicate clear feedback to class teachers and Heads of Department regarding student progress in cover lessons.
- To act as a role model and set high expectations of conduct and behaviour of students in the classroom and the whole school environment, dealing promptly with conflict and incidents in line with school policies.
- To support an inclusive culture throughout the school, enabling all children to achieve their best, overcoming barriers to learning and participation.
- To be aware of and support the differentiation of students' needs and ensure they have equal opportunities to learn and develop.
- To participate in training and other learning activities as required, ensuring up-to-date knowledge of educational practice.
- To manage own time, planning and liaison with the wider staff team.
- To regularly meet with the Cover Manager to review forthcoming cover arrangements and ensure that processes are in place.
- To drive the school minibuss to transport staff and students to meetings/events.
- To actively safeguard and promote the welfare of students.
- To adhere to and understand the school's Safeguarding and Child Protection policy and reporting procedures.
- To adhere to and understand the school's GDPR policy.

December 2020



Person Specification

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Selection Criteria	Assessment Method
Qualifications/Experience	
<p>Essential:</p> <ul style="list-style-type: none"> ▪ Good standard of education – grade C or above in English and Maths GCSEs alongside further relevant level 2 or 3 qualifications. ▪ Previous experience in an educational support role. ▪ Experience of working in a school environment. ▪ Excellent communication skills both written and verbal. <p>Highly Desirable:</p> <ul style="list-style-type: none"> ▪ Degree qualified ▪ Competent working knowledge of Microsoft Office Packages, particularly Word and Excel and Outlook. ▪ Previous experience in a similar role. ▪ 	<p>Application form Certificates</p>
Knowledge, Skills and Personal Qualities	
<p>Essential:</p> <ul style="list-style-type: none"> ▪ An interest in young people and an understanding of their needs. ▪ Knowledge of the school environment. ▪ Understanding of the theories of teaching and learning and factors that support this area including types of SEN and managerial strategies in the classroom. ▪ Understanding of behaviour management strategies. ▪ Good communication skills both written and verbal with the ability to communicate with a wide variety of people and age groups. ▪ Attention to detail and accuracy. ▪ Good organisational skills with the ability to prioritise and follow instructions. ▪ Good computer literacy and accurate keyboard skills. ▪ To work effectively as part of a team, complementing the work of existing colleagues. ▪ People management skills. ▪ Ability to work well under pressure. ▪ Ability to evaluate and respond flexibly to meet changing and challenging priorities throughout the working day. ▪ Vision and personal drive to develop their profile in school, drawing upon good practice from elsewhere as appropriate. ▪ A professional approach supported with a due regard for discretion and the need for confidentiality. ▪ Personal presence, confidence, patience, sensitivity and maturity of approach. ▪ High standard of discipline. <p>Highly Desirable:</p> <ul style="list-style-type: none"> ▪ Working knowledge of SIMS. 	<p>Application form Personal statement References In-tray exercise Interview</p>