

Job Profile



Post Name	Cover Supervisor
Salary Scale Point	12 - 17 (FTE - £23,361 - £25,792)
Weekly Hours	32.5 hours per week - Monday to Friday 08:15 – 15:15
Working weeks	39 (Term time plus 5 Staff Development Days)
Paid weeks	44.66 weeks per year
Contract Type	Permanent

Job Purpose

To provide a cover service for absent teachers, supervising classes/groups of students and ensuring that they carry out the work tasks set by the teacher with designated responsibility.

Main Duties

Support for children's learning

The postholder will ensure that students carry out curriculum tasks set by the teacher and assist students in understanding the nature of these tasks in order to minimise the effect of the teacher's absence upon the student's learning.

To enable students to overcome barriers to learning, providing a complementary service to existing teaching staff and ensuring that students access the help they need

To encourage students in their learning by acting as a positive role model and by recognising possible obstacles to achievement

To communicate with teaching staff in order to monitor the progress of students and to update them on this

To ensure the effective monitoring and record keeping of any activity, including records of targets and outcomes

To attend relevant meetings and training.

Support for the learning environment

The postholder will keep the learning environment secure and endeavour to leave classrooms as found.

Care and support for children

The postholder will act on behalf of the teacher in ensuring (1) the health and safety of students in the classroom and (2) equal and fair access to learning opportunities.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Excalibur employment manual.

Work in compliance with the employment manual, and its commitment to equal opportunities

Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Other Duties

The list of duties as above is not exhaustive. The postholder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health & safety regulations, guidance and procedures at all times.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance will be required

PERSON SPECIFICATION - SUPPORT STAFF – Cover Supervisor

	Essential	Desirable
Qualifications	Qualifications 5 A-C grade GCSEs or equivalent	Further or higher qualifications
Skills and Experience	Experience of working with cross-sections of people. Experience of teaching classes. Experience of working in a learning environment. ICT literate.	
Personal Qualities	A positive attitude towards supporting students. Smart appearance. Excellent inter-personal and communications skills. Methodical and organised working methods. Ability to work as part of a team. A calm and professional approach to the various tasks. Ability to meet deadlines and prioritise workloads. A positive attitude towards personal development. The ability to work flexibly and respond to situations as appropriate.	