

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Cover Supervisor</b>
<b>GRADE BAND</b>	<b>RIDNJC C</b>
<b>RESPONSIBLE TO</b>	<b>Cover Manager</b>
<b>DEPARTMENT</b>	<b>Support</b>
<b>DATE JD/PS SIGNED OFF</b>	<b>August 2018</b>

<b>SIGNED</b>	
<b>PRINTED</b>	
<b>DATED</b>	

## SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

## JOB PURPOSE

The central focus of the Cover Supervisor's role is taking responsibility for the learning, behaviour and progress of classes during the absence of the designated teacher. At the heart of the role is creating the conditions for effective student learning, through positive classroom management, delivery, relationships with students and organisation, and through care for students including responsibility for their behaviour and safety. Ensuring that students can learn from activities planned by teachers for lessons.

## **MAIN TASKS, DUTIES & RESPONSIBILITIES**

- Supervise the work of whole classes set by their class/subject teacher, in accordance with school policy. Establish productive working relationships with students, acting as a role model & setting high expectations
- Manage the behaviour of pupils to ensure a constructive learning environment
- Answer pupil queries about process and procedures relating to the lesson
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Liaise with subject staff about the cover work provided, collect completed work at the end of the lesson and ensure lesson feedback is given to the appropriate teacher
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Support the Exams Officer with exam invigilation including acting as a reader or scribe
- Implement and maintain the schools House Rewards system, providing accurate information throughout the year
- Support other activities relating to the supervision of pupils, e.g. general supervision during school breaks, attendance on school trips
- Provide physical/personal care to students where required, e.g. general supervision during school breaks, attendance on school trips

## **ADDITIONAL DUTIES & RESPONSIBILITIES**

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts 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 of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the
- TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.

- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

#### Other duties

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## PERSON SPECIFICATION

<b>Method of Assessment</b> This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview Stage</b>
<b>Qualifications, Education and Training</b>			
Minimum of Grade A*-C in Maths and English	E	X	
Level 3 of the national standards for Supporting Teaching and Learning in School	D	X	
Sound working knowledge of Microsoft Office applications and excellent IT skills	E	X	X
<b>Experience and Knowledge</b>			
Qualification in First Aid.	D	X	
Proven experience in the last 2 years in an educational setting.	E	X	
Work constructively as part of a team, understanding classroom roles and responsibilities	E		X
<b>Skills and Abilities</b>			
Excellent communication skills, ability to communicate effectively with a variety of people including students and colleagues.	E		X
Ability to be authoritative and fair when working with students in a classroom setting.	E		X
Positive, enthusiastic and motivated approach to working with children and colleagues.	E		X
Competent in the use of ICT, proficient in Microsoft Word, Excel and Outlook.	E		X
Resilient under pressure.	E		X
Committed to safeguarding of students and young people.	E		X
<b>Values</b>			
To be able to uphold the White Horse Federation values.	E		X
The role demands the jobholder has the ability to undertake a range of involved tasks involving the application of rules, procedures and techniques.	E		X
<b>Contacts and Relationships</b>			
Establish good relationships with teaching staff.	E		X
Cover Manager for line management.	E		X
The jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and knowledge. Information is exchanged with Teachers and other school staff, school management and parents/carers.	E		X
The jobholder is expected to follow school procedures to resolve routine problems encountered in the job but to seek assistance, or approval to their recommendations, for anything more unusual.	E		X

<b>Physical and Emotional Demands</b>			
Long periods of standing, also sitting down, kneeling and bending with pupils; setting out classrooms and learning environments, participating in PE lessons, bending, stretching and use of step ladders for display work.	E		X
Applying sensory concentration, working very closely for periods, including managing reactions and behaviour, with individuals and whole classes of pupils e.g. using interactive white boards/other presentation media whilst controlling the class.	E		X
Working on an ongoing basis with children, some of whom have short or longer term emotional, behavioural, additional or special needs.	E		X
<b>Special Requirements</b>			
To be fully engaged with the school.	E		X
The job holder works within school procedures, policies and approved methods but sometimes has to interpret these to deal with a problem. Proactive, motivated, calm and shows initiative. Friendly with a sense of humour.	E		X