

JOB DESCRIPTION

Post: Cover Supervisor

Duties and Responsibilities:

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom. To supervise the learning of a class during the absence of the class teacher

Specific responsibilities include:

- Supervising the students on work left in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Assisting with the management of student behaviour to ensure a constructive working environment
- Responding to students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Providing in class support when there is no requirement for cover
- Recording and reporting attendance at lessons in accordance with school policy
- Assisting in exam invigilation under the supervision of the examination officers
- Managing the behaviour of students to ensure a constructive learning environment
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home/students/teachers/school/work and to keep confidences as appropriate
- Carrying out duties as part of the staffing rota for break-time, early morning and after school supervision
- Attending morning staff briefing, full staff meetings and INSET days.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grades of the post defined, subject to the proviso that normally any changes of a permanent nature shall be

incorporated into the job description in specific terms following consultation with the recognised trade unions.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person specification

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> At least 5 GCSEs or equivalent level 2 qualifications at grade C or equivalent, including Maths and English Excellent numeracy / literacy skills Willing participant in development and training opportunities 	<ul style="list-style-type: none"> Levels or equivalent Level 3 qualifications Relevant professional qualification
Knowledge/ Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Experience of individual work or group work with young people Responsibility for managing own workload Practical knowledge of supporting young people in their learning Awareness and understanding of safeguarding/child protection 	<ul style="list-style-type: none"> Working within a school environment and knowledge of the education system At least one year in a role working closely with young people in a school environment Experience of using a range of learning strategies whilst working with young people with varying needs Teaching Assistant experience
Skills		<ul style="list-style-type: none"> Competent numeracy and literacy skills 	<ul style="list-style-type: none"> An understanding

		<ul style="list-style-type: none"> • Ability to support students in their learning • Ability to work constructively as part of a team and individually • Excellent interpersonal and communication skills • Excellent time management skills • Ability to stay calm and work effectively when under pressure while maintaining a positive, professional attitude • Computer literate • Ability to carry out tasks set by others • Ability to use IT effectively to support learning 	of inclusion and supporting students with differing needs <ul style="list-style-type: none"> • An understanding of academic assessment and providing feedback
	Abilities	<ul style="list-style-type: none"> • Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum • Ability to meet strict deadlines with attention to detail • Good working level of literacy, numeracy and ICT skills 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Ability to build and maintain good working relationships with students and staff • A patient, non-confrontational and positive role model • Firm but calm and fair • Honest and reliable • Confident with a positive attitude, flexible and resilient • Ability to form and maintain appropriate 	

		<p>relationships and personal boundaries with young people and adults</p> <ul style="list-style-type: none"> • Friendly and approachable manner • Flexible and committed team player • Proactive and self-motivated • Keen to learn and extend skill set 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	<ul style="list-style-type: none"> • Innovative • Ambitious to further career