



Job Description

Job Title: Cover Supervisor
Employment Status: Permanent
Working hours: 37 Hours
Working weeks: Term Time only plus 5 days

Responsible to: Cover Manager

Job Purpose:

- To provide cover supervision in the event of the short-term absence of teaching staff within Blue Coat Church of England School.
- To provide in-class support to other learning activities with Blue Coat Church of England School.
- To invigilate examinations as required.
- To assist with lunchtime supervision as required.

Main Duties and Responsibilities

Cover Supervision

- Supervise whole class to undertake work/activities that have been set by teachers in accordance with the school policy, including introducing and closing the class.
- Take the register in accordance with school procedures.
- Manage the behaviour of pupils whilst undertaking cover supervision to ensure a constructive environment.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Respond appropriately about process and procedures relating to the learning activity.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson, returning it to the appropriate teacher.
- Ensure that communication links with the appropriate teacher are established to ensure continuity is maintained.
- Report back, as appropriate, using the schools agreed referral procedures on the behaviour of pupils during the class, and any issues arising.



Other Duties

When not required to cover for absent teachers, other duties will be carried out by arrangement with the Cover Manager.

- The post holder will be encouraged to nurture a subject specialism. At periods where general cover is not required, the post holder could be asked to facilitate targeted intervention in a specific department(s).
- In Class Support - To assist with various learning activities as directed by a class. Activities will vary according to the subject/age of students but could include working with individual students or small groups, escorting students to Library Resource Centre, and assisting with the supervision of school visits.
- Exam Invigilation - Assist as part of a team in invigilating examinations, either internal or external exams.
- Lunchtime Supervisor - Act as part of the lunchtime supervision team.

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy

Other

- Carries out any other duties as directed by the cover manager that are within the scope, purpose and spirit of the role
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate



PERSON SPECIFICATION – Cover Supervisor Blue Coat C of E Academy		Essential	Desirable
Education and Qualifications	GCSE Grade C/4 or above in English and Mathematics	✓	
	Additional subjects at GCSE grade C/4 +/GCE O level.		✓
	Vocational qualifications e.g. Childcare, First Aid		✓
	Higher qualifications at A level and degree level.		✓
Experience	Experience of the management and promotion of good behaviour in others	✓	
	Working within a school/with groups of young people on a voluntary or paid basis.		✓
Skills and Knowledge	Good level of written communication.	✓	
	Clear and confident oral communicator.	✓	
	Basic competence in ICT.	✓	
	Good time management.	✓	
	Good organisational skills.	✓	
	High level of written communication.		✓
	Engaging oral communicator.		✓
	Good ICT skills.		✓
	Additional relevant skills e.g. Sports Instructor.		✓
Personal Qualities	Interest in working with young people	✓	
	Keen to support effective learning in the school.		✓
	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	



Safeguarding and Child Protection	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
Professional Development	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓

CORE COMPETENCIES
Clear understanding and commitment to safeguard and protect children
Adopts an inclusive approach respecting diversity in all forms
Conscientiously adheres to school / trust policies and procedures and works ethically
Works in a way, which abides to the school values of Care, Hard Work, Respect, Integrity, Servanthood and working Together
Embraces the vision "Living life in all its fullness" and devotedly helps all students achieve this

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.