



Job Description

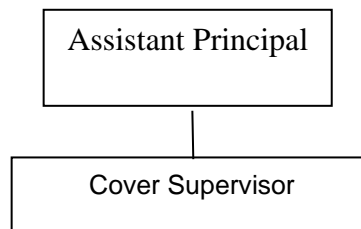
Job Title: Cover Supervisor

Salary: OAT Grade 5

Reports to (job title): Assistant Principal

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



DBS Check applicable? Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for:

No. of direct reports: 0

No. of indirect reports: 0

Size of budget: Not applicable

Job Purpose:

To oversee timetabled classes during the short-term absence of teachers. The Cover Supervisor is not required to teach, but to supervise classes whose work has been set.

Main Duties and Responsibilities:

- To provide classroom management to students in the absence of a teaching member of staff (up to a maximum of 10 consecutive days for the same member of staff including the first 3 days of absence). To support expectations of student behaviour in the classroom.
- To create an orderly and purposeful environment in which students can complete work set by the classroom teacher. This includes lessons, tutor time, and other duties where supervision is needed.
- To establish positive working relationships with students, acting as a role model and setting high expectations.
- To ensure that the work set by the class teacher is carried out in accordance with Academy policies. To answer student questions and support where appropriate.
- To be responsible for taking registers for the classes you are assigned to cover.
- To liaise with Teaching Assistants attached to any classes you are assigned to cover to ensure that students are being supported in lessons.
- To make use of the Academy behaviour and reward systems, recording on SIMs where required.
- To feedback to the class teacher regarding the progress and behaviour of the classes you cover.
- To accompany visits and field trips as required.
- To invigilate internal and external examinations when required.
- To support class teachers in timetabled lessons when required.
- Any other reasonable requests to cover areas related to student supervision.

To undertake other duties appropriate to the grade for the post as the Principal or Line Manager may from time to time reasonably determine.



Person Specification

JOB TITLE: Cover Supervisor

DATE: 04/10/2024

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Some knowledge of how students learn. • General understanding of secondary education. 	<ul style="list-style-type: none"> • Demonstrable knowledge of curriculum requirements. • Some knowledge of policies and procedures in areas such as safeguarding, behaviour management.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to plan and organise workload to meet conflicting work demands and deadlines. • Ability to contribute constructively to and work effectively as a member of a team. • Ability to communicate effectively at a range of levels, e.g. with children, parents, other professionals. • Ability to keep accurate records and use these to inform judgements. • Strong organisational and administrative skills. • Ability to use own initiative. • Ability to relate to young people. 	<ul style="list-style-type: none"> • Ability to support learning in numeracy at relevant Key Stage. • Ability to support learning in literacy at relevant Key Stage. • Information technology skills in word processing, the use of databases and spreadsheets to support record keeping and student's learning.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with young people. • Some experience of working in an educational setting. 	<ul style="list-style-type: none"> • Some experience of working with people with a range of special needs. • Demonstrable experience of planning, monitoring and assessment of pupils' work.
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE or equivalent qualifications in English and Maths. • Willingness to undertake further training as required. 	<ul style="list-style-type: none"> • Evidence of CPD relevant to the role.

**PERSONAL
QUALITIES**

- Flexibility and adaptability.
- Teamwork skills.
- Willingness to participate in the wider life of the Academy.
- Honesty and integrity.
- Commitment to the safeguarding of children and young people.