

JOB PROFILE

Job title:	Cover Supervisor
Responsible to:	Deputy Headteacher
Salary / Grade:	Grade 3 Points 7 to 11 £15,840 to £17,146 per annum pro rota (FTE £19,554 to £21,166)
Working hours / weeks:	35 hours per week 39 weeks per year Monday to Friday 8.05am to 3.40pm with 35 minutes break each day
Core purpose:	To supervise a prepared lesson in the absence of a class teacher, ensuring that in doing so the students' learning and development is continued and maintained.

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

- In the absence of a teacher provide supervision of and be solely responsible for a class of students during lesson time.
- Manage the behaviour of students to promote and maintain order and a calm working environment for students, including implementation of the school's behaviour policy.
- Report back as appropriate on the behaviour of students during lesson, and any issues arising, using the school's agreed referral procedures.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom and school.
- Ensure the health, safety and welfare of students is maintained at all times.
- Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support students' learning and progress.
- Liaise with teachers and other relevant professionals regarding the work set for a class.
- Communicate the work set by the class teacher to the students and ensure that students are aware of the teacher's expectations during the course of the lesson with regard to task completion.
- Motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively with others to ensure all students are engaged on the set task.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Provide comfort and immediate care in case of minor incidents, and report serious incidents to the appropriate person for action, in accordance with the school's guidance, policies and procedures.

- Collect any completed work after the lesson and return it to the class teacher as appropriate.
- Invigilate examinations.
- Accompany teaching staff and students on educational visits.
- Contribute to the overall ethos, aims and work of the school.
- Be aware of, uphold, and contribute towards the development of the school's policies and procedures.
- Participate in appropriate school-based meetings and training activities.
- Supervise extended school activities as directed by the Head and Line Manager.
- Support the midday supervision in particular curriculum areas e.g. Art, Science, Technology during inclement weather conditions if not being used for cover.
- To travel home and provide supervision on one of the school buses at the end of the school day.
- When not required to complete cover, work alongside support staff colleagues, Year Heads and Pastoral Managers for work on student behaviour.
- To be a role model for students including one's own dress, language, time keeping and personal demeanour that supports the schools rules and policies re: school uniform, body piercing et al.
- To undertake various administrative duties as directed by your Line Manager when not required for cover.
- Participate in the duty rota as directed by the Duty Team Leader when needed
- To carry out any other reasonable request from the Headteacher, Leadership Group or Line Manager within their pay grade.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Core Values:

Respect for individuals:	We work together to create a culture based on trust, respect and dignity.
Integrity:	We are open, honest and direct in our dealings.
Collaboration:	We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.
Continual improvement:	We are a learning organisation that strives always to 'make our best better'.
Accountability:	We hold ourselves accountable and take ownership.

PERSON SPECIFICATION

Role: Cover Supervisor		E/D	A	I
Qualifications and Training				
1	NVQ 3 for Teaching Assistants or equivalent qualification or experience.	D	✓	
2	GCSE pass or equivalent NVQ Level 2 in Maths/Numeracy and English literacy.	D	✓	
3	Appropriate first aid training.	D	✓	
4	Evidence of continuing professional development.	E	✓	
Experience				
5	Previous experience working with young people who fit secondary school age range (11-18 years).	E	✓	
6	Experience in participating in appropriate school-based meetings and training activities.	E	✓	✓
7	Experience of completing administrative duties.	E	✓	
8	Previous experience in a Teaching Assistant or similar role.	D	✓	✓
Knowledge and understanding				
9	Knowledge of a range of strategies to promote good behaviour.	E	✓	✓
10	Knowledge of the statutory frameworks relevant to the Cover Supervisor post.	E		✓
11	Understanding of the different classroom roles and responsibilities.	E	✓	✓
12	Knowledge and understanding of how to maintain confidentiality.	E		✓
13	Knowledge of different policies and procedures relating to child protection.	E		✓
14	Understanding of the aims, content, and intended outcomes of teaching and learning in relation to the national and the school's curriculum.	D		✓
15	Understanding of principles of child development and learning processes.	D		✓
Skills and abilities				
16	Ability to manage the behaviour of students to promote and maintain order for a calm working environment.	E	✓	✓
17	Ability to motivate students.	E		✓
18	Ability to support the processes and procedures for students' learning.	E		✓
19	Ability to work on own initiative, and as part of a team.	E	✓	✓
20	Ability to work under pressure.	E		✓
21	Demonstrate very good competence in numeracy and literacy.	E	✓	✓
22	Excellent written and verbal communication skills.	E	✓	✓
23	Ability to use ICT effectively to support learning.	D	✓	✓
Other				
24	A commitment to uphold and promote equality of opportunity	E		✓
25	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓

KEY: ✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

January 2020