



Ash Manor School

Aspire and Achieve



JOB DESCRIPTION & PERSON SPECIFICATION

CONTRACTUAL DETAILS

Post Title:	Cover Supervisor
Grade:	Surrey Grade S7
Hours:	30 hours per week, 39 weeks per year (term time only) incl 5 days INSET
Line managed by:	Cover Manager
Line management of:	N/A

ROLE PURPOSE

This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.

- ❖ To facilitate high quality learning within the classroom in the absence of regular teaching staff

CORE ACCOUNTABILITIES & ABILITY STATEMENTS

Learning and Teaching

- ❖ Cover lessons for absence teachers
- ❖ Arrive promptly at the classroom
- ❖ To uphold the School rules and ethos
- ❖ To ensure that the students are properly dressed in uniform and have the correct equipment
- ❖ Facilitate and encourage learning which helps all students achieve their potential
- ❖ Work with colleagues to support high standards of behaviour and attainment
- ❖ To communicate the work set by the class teacher to the students
- ❖ Receive instructions about work to be undertaken by the class. These instructions will either be left by the absent teacher or by another qualified teacher
- ❖ To manage the classroom environment, maintaining good order and applying the school's Behavioural Policy
- ❖ To ensure that the resources specified by for the lesson are available, oversee their use as necessary
- ❖ To assist students where possible and, if necessary, seek appropriate assistance or advice
- ❖ To ensure the students tidy up and leave the classroom in good order (e.g. collecting books and equipment and ensure they are returned to the appropriate place)
- ❖ To return work, etc., to the class teacher and inform him/her of the point reached by the students
- ❖ To report any problems, difficulties, successes etc., to the class teacher via the cover lesson work sheet
- ❖ To accompany staff on school visits and work under the direction of visit organiser

Other duties and responsibilities

- ❖ To provide support for student's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour
- ❖ To manage own record keeping in respect of individual students' development, progress and attainment as appropriate
- ❖ To assist with the general pastoral care of the students, including helping students who are sick, distressed or injured
- ❖ To undertake exam invigilation when required, maintaining the rules set out by external examination boards and in-house regulators
- ❖ To attend relevant meetings and participate in training opportunities and performance development as required
- ❖ To undertake any other duties as may be reasonably required.

Liaison

- ❖ Teachers
- ❖ Support Staff
- ❖ Students

Corporate & statutory initiatives – equalities/health & safety

- ❖ Maintain and awareness of school, national and statutory policies and requirements and apply these in the workplace
- ❖ To undertake training as required

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

Signed by Job Holder: Date:

Signed by Line Manager: Date:

COVER SUPERVISOR: PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	GCSEs grade C or above, including Maths and English	Level 3 or higher qualifications Evidence of recent and relevant training First aid qualification	Application form and letter
Experience and Knowledge	Understand the challenges associated with inclusion within an urban environment Working as part of a team	Working effectively in an education environment or with young people	Application form, letter and reference
Skills and Abilities	Anticipate problems, develop creative solutions Listen to and reflect on feedback from others High level of verbal and non-verbal communication skills Strong level of ICT skills Excellent presentation skills Excellent personal presentation Able to build and maintain positive relationships with individuals Prioritise, plan and organise self	Use of SIMS or equivalent	Letter References Interview
Motivation and Personality	An interest in educational issues A commitment to inclusion Positive attitude Genuine concern for the welfare of others Initiative and self-motivator Calm disposition Approachable with a good sense of humour		Letter References Interview
Personal	Willing to accept the demands and challenges of the post and respond in a flexible manner Committed to safeguarding and promoting the welfare of students and Ash manor School		References Interview
Safeguarding	The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.		