



Role Profile: Cover Supervisor

Purpose

The post holder will support classes during the short-term absence of teaching colleagues. S/he will have a passion for working with and supporting children and warmth and sensitivity in understanding pastoral care needs.

Professional Standards

- Supporting and promoting the aims and ethos of the school
- Inspiring trust and confidence in pupils, colleagues and parents
- Engaging and motivating pupils
- Attending meetings with the Deputy Head (Achievement) as required
- Working collaboratively and with a commitment to continuous improvement
- Being proactive in matters relating to safeguarding and health and safety

Key Duties

- Supervising classes and work set during the short-term absence of teaching staff, primarily in (but not restricted to) the Senior School
- Managing the behaviour of pupils whilst they are undertaking this work to ensure an effective learning environment
- Responding to any questions from pupils about process and procedures during assigned lessons
- Dealing with any immediate problems or emergencies in line with the school's policies and procedures
- Collecting completed work after the lesson and passing it the appropriate teacher
- Reporting on the behaviour of pupils during the class and on any problems arising, in line with the

Other Duties and Responsibilities

- Ensuring that pupils have equality of access to opportunities to learn and develop
- Other reasonable duties that the Headmaster may from time to time ask the post-holder to perform

Safeguarding Responsibilities

- Complying with safeguarding policies, procedures and the employee code of conduct
- Demonstrating a personal commitment to safeguarding and pupil/colleague wellbeing
- Ensuring that any safeguarding concerns or incidents are reported appropriately in line with policy
- Engaging in safeguarding training when required

Person Specification

	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • Experience of working with young people 	<ul style="list-style-type: none"> • Experience of working in a school setting • Qualifications in additional areas of interest
Skills and Personal Characteristics	<ul style="list-style-type: none"> • Excellent communication skills • Energy and commitment • Self-motivation • Organisational skills • Patience • Passion for working with and supporting children • Ability to deliver effective supervision of young people • A positive role model for young people and colleagues • Ability to work using own initiative in responding to challenging situations • Ability to remain calm • Ability to establish good professional relationships with both pupils and colleagues at all levels • Willingness to take responsibility • Commitment to own learning • Understanding of a conducive environment for learning • A sense of humour • Good time keeping • Willingness to learn, abide by and enforce the school policies and procedures • A concern for the reputation of the school • Excellent attendance record • Warmth and sensitivity in understanding pastoral care needs 	<ul style="list-style-type: none"> • Understanding of the variety of ways in which children can learn • IT skills • Experience of working within a school setting

	Essential	Desirable
Other	<ul style="list-style-type: none">• Ability to respond flexibly and adapt to changing and challenging circumstances• Ability to maintain strict confidentiality of information received and process as part of the job role• Ability to set and maintain high standards• Ability to project a professional image for the school• Willingness to undertake appropriate training• Willingness to deliver appropriate training within the school as deemed necessary by the Headmaster	