

Cover Supervisor Job Description	
Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Purpose:	To cover in the absence of a teacher by supervising students who are carrying out work set by the teacher in advance, and to also undertake general administration during occasions where there may be no lessons to be covered.
Job Title:	Cover Supervisor
Location:	Wootton Upper School
Reporting Line:	Vice Principal / Assistant Principal Wootton Upper School
Hours:	30 – 35 hours per week – term time (including 5 training days)
Line management responsibility for:	N/A
Principal Accountabilities/ Responsibilities	<p>To supervise students in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment.</p> <p>To ensure that the work set by the teacher is carried out in accordance with the Trust’s strategy. To check that students have appropriate equipment and materials to enable them to complete the tasks set and answering students’ questions about process and procedures.</p> <p>To support expectations of student behaviour in the classroom, securing appropriate standards of discipline and ensuring that the Trust’s Behaviour Management Policy is adhered to.</p> <p>To deal with any emergencies or problems which occur, in line with the Trust’s policies and procedures.</p> <p>To ensure that completed work is collected at the end of the lesson and returned to the teacher.</p> <p>To report to the teacher after the lesson, in accordance with the Trust’s agreed referral procedures on any issues arising, including the behaviour of students.</p> <p>To invigilate examinations on those occasions where there is no allocation of cover supervisor duties.</p>

	<p>To undertake lunch duty cover for absent staff where necessary.</p> <p>To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Vice Principal / Assistant Principal.</p> <p>To carry out general administration tasks including photocopying, filing, shredding, data input and preparing display boards when required.</p> <p>To attend staff meetings, participate in performance management arrangements and undertake training and development as required.</p> <p>To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.</p> <p>To undertake tasks of a similar nature and level, as directed by the Vice Principal/Assistant Principal.</p>
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**Cover Supervisor  
Person Specification**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	Educated to level 2 with a minimum of 5 passes including English and Maths or equivalent	Relevant level 3 academic or vocational qualifications.  Higher Education Qualification
<b>Experience</b>	Previous experience of working with young people	Previous experience in an educational setting.
<b>Knowledge &amp; Skills</b>	<p>Understanding of the education system and National Curriculum</p> <p>Ability to maintain discipline in a classroom situation</p> <p>Ability to use IT effectively within a classroom environment</p> <p>Good interpersonal skills. Able to communicate effectively verbally and in writing</p> <p>Able to work under pressure</p> <p>The ability to work collaboratively with others as part of a team.</p> <p>Ability to work on own initiative within set boundaries</p>	Knowledge of behaviour management strategies
<b>Personal competencies and qualities</b>	<p>Willingness to be flexible and undertake any other duties of a similar level and responsibility as may be required</p> <p>Self-motivated, focused and enthusiastic</p> <p>Willingness to undertake appropriate further training, including acquiring First Aid Qualification</p> <p>Ability to maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.</p>	