



## JOB DESCRIPTION

<b>POST:</b>	Cover Supervisor
<b>REPORTING TO:</b>	Assistant Principal
<b>RESPONSIBLE FOR:</b>	Ensuring that pupils undertake a pre-prepared lesson during a teacher's absence.
<b>LIAISING WITH:</b>	Lead Teachers/HoH, teaching/support staff/parents, as appropriate.
<b>WORKING TIME:</b>	Full time
<b>SALARY/GRADE:</b>	Unqualified 1-3 - £19, 363 - £23, 586

### **PURPOSE**

To supervise a group of pupils during the absence of a teacher to ensure that pupils carry out a prepared lesson, maintain good order and to keep pupils on task, responding to questions and assisting pupils to undertake the set activities.

### **MAIN (CORE) DUTIES**

- Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive and purposeful environment.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher/administration officer.
- Report back to the teacher as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc, as required.
- To contribute to PSHCE, citizenship and enterprise as required.
- Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings as required.
- Assess work as required.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To comply with the school's health and safety and safeguarding policies.
- To supervise communal areas around school ensuring the behaviour of pupils remains at an optimal levels.
- To support the general welfare of pupils as necessary.

- To assist in the classrooms/library as required.
- To work with small groups/individual pupils as required.
- To invigilate and supervise during internal and external examinations.
- To establish supportive relationships with pupils.
- To undertake general administrative work if required.

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Grove Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification: Cover Supervisor

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Knowledge Required	<p>Educated to GCSE or equivalent to Grade C (or above) in English Language and Mathematics.</p> <p>Experience of working with or caring for young people. Awareness of school or other learning environments.</p>	<p>Use of school MIS system ideally SIMS. Ability to effectively use Microsoft Office (including Excel). Awareness of the importance of data protection, confidentiality and safeguarding. An understanding that barriers to learning exist and can be removed. Experience working with young people in a school or college.</p>
Skills and Aptitudes Required	<p>Ability to observe and monitor progress and maintain records. A belief in the ability of all young people to succeed. Willing to learn new skills and committed to professional development. People managing skills. Ability to adapt situations to different circumstances. Good organisational skills. Ability to work flexibly.</p>	<p>Appropriate IT and keyboard skills.  Confidence with audio/visual equipment.  Ability to manage pupil behaviour.  Strong personal presence.  Understanding of the English secondary curriculum. Understand of public examination system.</p>
Personal qualities	<p>Excellent interpersonal skills. Able to work on own initiative. Prepared to work flexibly within reason. Good common sense. Reliable. Good sense of humour. Able to work independently and as part of a team. Attention to detail. Successful DBS check.</p>	