

The Royal Alexandra and Albert School

Job Description

Cover Supervisor



Job Title: Cover Supervisor

Contract type: Term Time Only (35 weeks per year), Permanent

Reporting to: Cover Manger

Salary: £20,594 - £29,203 (Dependant on experience)

Hours: up to 32.5 hours (Part-time will be considered)

(Monday – Friday; lessons begin 8.30 am, finish 3.35 pm), (Saturday – lessons begin 9.00 am, finish 11.30 am)

The Role

Cover Supervisors are required to cover lessons during the short-term absence of the normal teacher who will have set suitable work for the duration. At a very basic level the role of the Cover Supervisor is to supervise the class whilst they complete tasks set by the teacher. This requires no active teaching, marking, planning etc. In order to maintain high standards and the sustain drive for a high-quality learning experience, the role of Cover Supervisor at The Royal Alexandra and Albert School has been developed beyond the basic description above.

This post would suit anyone looking to gain further school experience before undertaking teacher training.

Key Responsibilities

Cover Supervisors will be required to manage groups of around 30 students independently and to appropriately deliver the work set to a high standard, answering any questions to the best of their ability that students may have surrounding the tasks set.

You will be expected to:

- Provide cover for registration
- Deliver lessons where the normal cover has been left, to a high standard with limited preparation time and on occasion at short notice



Ambition



Courage



Integrity



Respect

- Provide students with a positive climate for learning, using the gold classroom standards and school's behaviour policies consistently and fairly where necessary to effectively manage the behaviour of students
- Collect work at the end of the lesson and return it to the teacher along with any feedback regarding pupils who may deserve praise or otherwise.
- Evacuate your class from the building during a fire alarm and take students to the designated area
- To undertake INSET and training relevant to the role
- On occasions when cover is not needed, Cover Supervisors may also be required to carry out the following agreed tasks:
 - Support identified SEN pupils in lessons
 - Carry out suitable administrative tasks
 - Attend staff briefings, and the weekly meeting with the rest of the cover supervisor team.

Classroom Expectations

This section outlines what is expected of you, your cover work and your students in every lesson, and what is unacceptable. Unacceptable behaviour should be dealt with following the departmental and school's behaviour policies and reported to the appropriate teacher and/or Head of appropriate department. Persistent issues and concerns are to be reported to the Head of Year.

You:

- Take direct responsibility for pupils' safety as you work without the direct supervision of the classroom teacher.
- Communicate effectively with students, staff and the rest of the team
- Never carry out any personal work during a cover lesson

Your cover work:

- All cover sheets should be clearly written with the work set suitable to be delivered by someone other than a subject specialist. The quality checklist on the back of the cover sheet should be used. If this is not the case, seek advice from the subject leader.
- If you do not feel comfortable delivering particular work set for a lesson, whether due to a lesson's sensitive content, or the work requires subject specialist knowledge or you have concern for health and safety (e.g. a practical lesson), you should seek further advice from your line manager.

Your students:

- Students should treat you in the same way as they would any other teacher, following the same expectations and standards as in any classroom where the normal teacher is present.



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- The duties and responsibilities of individual posts may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post, e.g. supervision of homework club, admin. support etc.

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The role holder will be required to embrace the values of the Royal Alexandra & Albert School: Ambition, Courage, Integrity and Respect.
- The Royal Alexandra & Albert School Values are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. The School's success and that of our employees begins with these values. All employees are expected to support and exhibit these values in their interactions with others and through their day-to-day responsibilities.

Person Specification:

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths 	<ul style="list-style-type: none"> ● Further qualifications relevant to the role.
Experience, knowledge and skills	<ul style="list-style-type: none"> ● Ability to work as part of a team and to be flexible in their approach to daily routines ● Good literacy and numeracy skills ● Good organisational skills ● Ability to build effective working relationships with pupils and adults ● Skills and expertise in understanding the needs of all pupils ● Excellent verbal communication skills ● Active listening skills ● The ability to remain calm in stressful situations <ul style="list-style-type: none"> ● Good ICT skills, particularly using ICT to support learning 	<ul style="list-style-type: none"> ● Experience working in a school environment or other educational setting ● Experience planning and delivering learning activities ● Knowledge of guidance and requirements around safeguarding children ● Knowledge of how to help adapt and deliver support to meet individual needs ● Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
Personal	<ul style="list-style-type: none"> ● Enjoyment of working with children 	



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	<ul style="list-style-type: none"> ● Sensitivity and understanding, to help build good relationships with pupils ● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding pupil’s wellbeing and equality ● Resilient, positive, forward looking and enthusiastic about making a difference ● Capacity to inspire, motivate and challenge children and young people 	
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The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Notes:

This job description may be amended at any time in consultation with the postholder.