

## JOB DESCRIPTION

### Cover Supervisor

**Hours:** 34 hours per week (term time only - 38 weeks per year including 5 training days)  
*(Actual working hours: 8.30am-3.05pm. Additional time is planning time)*

**Reporting to:** Cover Manager/Assistant Headteacher

**Scale:** NJC Grade 6, Points 9-12

#### Main Purposes of the Job

You will be required to supervise whole classes during short-term absence of teachers. The primary focus will be to maintain good order and keep pupils on task. Cover supervisors will need to respond to questions and assist students in undertaking set activities. Work will be set by teachers and teaching staff will support cover supervisors with the work set. Detailed or specialist knowledge in particular subjects would be advantageous. When not covering lessons you will also assist teaching staff in the management and preparation of resources or undertake administrative tasks in connection with your role as cover supervisor.

#### Main Responsibilities and Tasks

##### Support for Pupils

- Cover lessons (and registrations) for teachers who are absent, including PE lessons
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Provide feedback to students in relation to progress and achievement
- Respond to any questions from students about process and procedures

##### Support for the Teacher

- Collect any completed work after the lesson and return it to the appropriate teacher
- Register the students' attendance using Lesson Monitor (SIMS)
- Report back as appropriate, commenting on behaviour of students during the class and any issues arising
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of system/records as requested
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

- Ensure the classroom is left in good order by maintaining positive behaviour Support for the Curriculum
- Supervise work that has been set in accordance with the school policy
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive environment
- Help students to access learning activities through specialist support

### **Support for the School**

- Be available for break duty/lesson changeover
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Accompany visits and field trips as required
- Be able to understand and use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour needs
- Use skills and experience to manage safely classroom activities, the physical learning space and resources for which you are responsible
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others

### **Other Duties**

- Complete a lunchtime duty
- Support a range of duties when not required for cover during the working day
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- Undertake such other duties, training and/or hours of work as may be reasonable required and which are consistent with the general level of responsibility of this job
- Undertake health and safety duties commensurate with the post and/or as detailed in the health and Safety Policy
- Invigilate examinations as requested

### **Contacts**

In all contacts the post holder will be required to present a good image of the school as well as maintaining constructive relationships.

### **Notes**

- Full training will be available for this post
- The Governing Body reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or service provided, without altering the general character or level of responsibility
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

# PERSON SPECIFICATION

## Cover Supervisor

### ESSENTIAL CRITERIA

#### Job-related education, qualifications and knowledge

Evidence of having undertaken, or a commitment to undertaking:

- Specific induction training - including:
  - Strategies and approaches for positive behaviour management
  - Effective Practice in Action
  - Behaviour Management
  - Inclusion, SEN & Disabilities
  - Risk & Reflection

(The above are considered to be the minimum requirements in line with re-modelling guidelines.)

- Appropriate qualification or experience
- Familiarity with the full range of school policies and procedures, particularly those regarding health, safety and security, equal opportunities issues, child protection, confidentiality, data protection and special educational needs (SEN). Full training will be provided
- Understanding of the range of strategies to deal with classroom behaviour as a whole, and also individual behavioural needs
- Understanding of classroom roles and responsibilities and own position within those roles

#### Experience

- Experience of working in a school and/or with young people. This may include experience of, for example, working in youth groups or social care organisations or supervising/managing staff in commerce or industry

#### Skills/Abilities

- Ability to safely manage classroom activities, the physical learning space and resources for which they are responsible
- Demonstrates a firm but fair and friendly approach able to command the classroom
- Demonstrates positive, confident and sensitive management of pupils (including those who display challenging behaviour)
- Displays good written and oral communication skills
- Relates well to children and adults
- Good observational skills with the ability to feedback information clearly and concisely
- Patience and resilience
- Good numeracy/literacy skills
- Can use ICT effectively to support learning (training can be given)

## **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

The term 'cover' refers to any occasion where the teacher normally responsible for teaching a particular class is absent from the classroom during the time they have been timetabled to teach. The class teacher will talk through lesson plans with job holders to ensure they are well prepared to cover lessons.

Jobholders have to be sensitive to the impact of their own words and behaviour on pupils and be aware of child protection issues and policies on the use of restraint.

*We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to pre-employment checks including an enhanced Disclosure and Barring Service (DBS) check.*