



## The Compton School Job Description

<b>Post:</b>	Cover Supervisor
<b>Reports to:</b>	Deputy Headteacher
<b>Grade:</b>	Scale Point 10-13, £26,913 - £28,269 (actual salary £20,876 - 21,928)
<b>Safeguarding Children:</b>	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred list and Enhanced Disclosure checks

### **Purpose of Job**

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To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom, including the supervision of whole classes during the short term absence of teachers.

When cover for teacher absence is not required you will work as a teaching assistant supporting students in lessons or involved with groups of students.

### **Main Duties and Responsibilities**

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- Supervising the students in lessons with work tasks left in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Understanding and implementing the school's behaviour policy thereby assisting with the management of student behaviour to ensure a constructive learning environment
- Responding to students about the work that has been set while keeping them on task

- Support the use of ICT within the lesson as appropriate
- Collecting any work completed after the lesson and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Providing objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of students
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any other issue arising
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate
- Attending all necessary meetings including those relating to professional development
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities and grading of the post

### Promotion of school

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- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**.
  - To ensure that all Cover Staff are familiar with the **school vision**.
  - To promote, advocate and follow all **school policies**
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### General

- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
- Such duties and responsibilities may be updated from time to time to reflect any changes to Cover Supervisor procedures. Only significant additional duties or responsibilities as

required by the Headteacher / SLT will render the grade of the post liable for re-evaluation.

- Much of the work undertaken within the School/Department is of a highly confidential nature. The post holder must at all times maintain confidentiality.
- The post holder must be aware of and understand the School's Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
- The post holder must be aware of and understand the School's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
- The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies

## The Compton School – Person Specification

### Post: Cover Supervisor

Attributes	Requirements necessary for safe and effective performance of the job	Essential	Desirable
<b>Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• A level of literacy and numeracy sufficient to fulfil the duties of the post.</li> <li>• Higher Level qualification, e.g. HND, degree, NVQ3 for Teaching Assistants or other higher level qualification</li> </ul>	√	√
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent successful experience as a Teaching Assistant or similar position within an educational environment</li> </ul>	√	
<b>Aptitudes and skills</b>	<ul style="list-style-type: none"> <li>• Reliability</li> <li>• A flexible approach to work</li> <li>• Can use ICT effectively to support learning</li> <li>• Working knowledge of secondary curriculum and other relevant learning programmes</li> <li>• Ability to encourage students to learn using pre-set material</li> <li>• Understand and be able to use a range of strategies to deal with classroom behaviour</li> </ul>	√ √ √ √ √ √	

	<p>as a whole and also individual behavioural needs.</p> <ul style="list-style-type: none"> <li>• Ability to critically evaluate own performance and make any necessary changes to be more effective</li> <li>• Good verbal and written communication skills and the ability to relate well to students and adults</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>• An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving</li> <li>• Well organised, self-motivated and hardworking</li> <li>• An excellent attendance and punctuality record.</li> <li>•</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Ability to remain calm when under pressure and employ tact and diplomacy in all situations</li> <li>• Ability to gain respect of students through manner of confidence and authority</li> <li>• Understanding of the need for continuing professional development</li> <li>• When appropriate, to attend events and meetings outside of normal school hours</li> <li>• To present oneself in a professional way that is consistent with the values and expectations of the school</li> <li>• Ability to demonstrate commitment to Equal Opportunities</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<b>Safeguarding children</b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• This post allows substantial access to children; candidates are required to comply with School procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, an enhanced DBS check will be required.</li> </ul>	<p>✓</p> <p>✓</p>	

<b>Specific Information related to the post</b>	<ul style="list-style-type: none"><li>Hours of work: 32.5 hours per week (term time only)</li></ul> <p>Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview</p>		
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