



## Job Description

**Job Title:** Cover Supervisor  
**Salary:** Grade 5, SCP 15 – 19 Pro rata £19,987 – 21,643 (FTE £23,953 - £25,927; full time equivalent)  
**Status:** Term Time Only  
**Hours:** 37 – Monday to Thursday 8am to 4pm, Friday 8am to 3.30pm  
**Reports to:** Assistant Principal

### Purpose of the role

Overall Purpose of the Post is to supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff. Including implementing work programmes, managing pupil behaviours and assisting pupils in relevant activities in line with the school's policies and procedures.

### Teaching and Learning

- Supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a teacher.
- Manage the behaviour of pupils whilst they are undertaking work.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the agreed referral procedures on the behaviour of pupils during the class and any issues arising.

### Resources

- Prepare the classroom/outside areas for lessons, ensuring resources are available and cleared away at the end of lessons as appropriate.

### Exams, educational visits and other supervision

- May invigilate exams and tests.
- May assist escorting pupils on educational visits.
- May assist with break time / lunch supervision including facilitating games and activities.

### Record keeping and information management

- Maintains records of work done during cover supervision periods.

### Performance management

To participate in the Academy's arrangements for performance management, professional development, quality assurance and internal verification.

### Flexibility Clause

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

## **Variation Clause**

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

## **General responsibilities**

To have due regard at all times to the Academy's policies, organisation and arrangements for Health & Safety at Work.

Become a recognised First Aider, to provide First Aid when needed if it becomes a requirement.

To provide a high-quality service to students, parents, visitors and staff, working as a member of a team and providing cover and support to colleagues as necessary.

To make effective use of the Academy's technology and procedures, taking care to seek best value in activities that have a financial impact.

To maintain confidentiality of information acquired in the course of undertaking duties for the academy.

To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

## **Context**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy and sometimes pressurised environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

**Person specification:**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ level 3 in related area or equivalent experience.</li> <li>• GCSE Math's and English C or above or equivalent.</li> <li>• Regular, recent and relevant participation in CPD.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a similar role.</li> </ul>	Application and interview
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Competent use of IT in all aspects of the role.</li> <li>• Knowledge of behaviour management techniques.</li> <li>• Knowledge and understanding of safeguarding.</li> <li>• Curriculum knowledge and experience to support self-directed learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting or with young people.</li> <li>• Experience of exam invigilation (training will be provided).</li> </ul>	Application, interview and references.
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• The ability to work as part of a team.</li> </ul>		Application and interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to establish positive working relationships with students, staff and parents.</li> <li>• Ability to motivate and inspire students.</li> <li>• Ability to keep calm under pressure.</li> <li>• Ability to promote and demonstrate positive values, attitudes and behaviour.</li> <li>• Ability to maintain confidentiality inside and outside of the Academy.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development.</li> </ul>	Application and interview
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Good oral and written communication skills.</li> <li>• Excellent record of attendance and punctuality.</li> <li>• An Enhanced DBS clearance is essential.</li> <li>• Work in line with the Academy's policies and procedures.</li> </ul>		Application, interview and references.