



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Cover Supervisor
Location:	Across the Trust (based at Ivybridge Community College currently)
Grade:	NJC Grade D
Hours:	30 hours a week, 39 weeks per year
Reports to:	Deputy Principal

Job Purpose

To enable the provision of learning to continue in the absence of the teacher normally responsible for teaching a particular class, by utilising pre-prepared lesson plans

To managing effectively the behaviour of students, and where no cover duties are required, to undertake activities to assist teachers in the delivery of the curriculum.

To assist the Head of Department in any other duties as are reasonable (Trips etc).

Duties and Responsibilities

1. In the absence of the teacher, in liaison with the department to be responsible for the supervision of students, utilising work that has been set in accordance with the School policy.
2. To build and maintain supportive relationships with students, treating all individuals consistently and with respect and consideration. To encourage the acceptance and inclusion of all students to establish a purposeful, orderly and productive working environment.
3. To promote and ensure the health and safety, good behaviour and uniform standards of students at all times.
4. To support the learning of students by explaining, reading, clarifying work and encouraging the successful completion of tasks and to respond to questions from students relating to the pre-set work.
5. To deal with any immediate problems or emergencies according to the School's policies and procedures.
6. To collect completed work after the lesson and return it to the appropriate teacher providing objective and accurate feedback and reports as required regarding student achievement, progress and other matters if appropriate.
7. To ensure the security of classroom equipment and resources including ICT.
8. To use the School's agreed referral procedures on the behaviour of students; reporting any issues arising during the class to the appropriate teacher inline with the schools' sanction policy.
9. To administer and assess routine tests and invigilate exams/tests.
10. To participate in a programme of staff development at the direction of the Headteacher.

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery.

Emphasis on specific accountabilities and indicators of success will be agreed as part of your PDR.

11. To participate fully in the School's performance management processes.
12. To be an effective role model for the standards of behaviour expected of pupils.
13. To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
14. To ensure all pupils have equal access to opportunities to learn and develop.
15. Contribute to the overall ethos/work/aims of the School.
16. Where no cover is required, to undertake activities to assist teachers in the delivery of the curriculum, at the direction of the Headteacher.
17. To undertake other relevant duties commensurate with the grading of the post.
18. Assist the school in keeping up-to-date attendance records, by taking class registers and reporting details in accordance with the schools' attendance procedures.
19. Support the work of the Learning Support Teams either in class with individual or groups of students.
20. To be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources accounted for and stored securely when not in use.

Such activities may include (but are not limited to)

1. Assisting in the supervision, training and development of staff.
2. Monitoring and managing stock within an agreed budget, cataloguing resources and undertaking audits as required.
3. Helping plan group and individual work programmes and reviewing work activities.
4. Joining in with the activities of the pupils in classes and contributing to the assessment and record keeping.
5. Assisting in the preparation of equipment/resources and materials.
6. Providing clerical/admin support eg typing, photocopying, printing, display, collection and recording of money, etc.

General to all roles across the Trust

- Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
- To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
- To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
- To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

Safeguarding

Ivybridge Community College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate and satisfactory references before commencing the post.

This document outlines the duties and level of responsibilities required of this post at the time of appointment. It is not an exclusive or comprehensive list. Duties may vary from time to time without changing the characteristics of the job or level of responsibility.

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Emphasis on specific accountabilities and indicators of success will be agreed as part of your PDR.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Educated to degree level or equivalent experience	E	✓	
PGCE or other teaching qualification	D	✓	
Experience:			
Experience of working with young people in a school setting	E	✓	
Previous experience as a Cover Supervisor	D	✓	
Knowledge, Skills and Abilities:			
Ability to manage behaviour effectively and fairly	E	✓	
Excellent verbal and written communication skills	E	✓	
Ability to adapt to changing situations and work under pressure	E	✓	
Excellent organisational skills, including the ability to prioritise and manage time effectively	E	✓	
Competent in the use of IT, including Microsoft Office and Google Workspace	E	✓	
Knowledge of safeguarding procedures and child protection legislation	E	✓	
Ability to work collaboratively with colleagues and contribute to a positive team environment	E	✓	
Experience of using positive behaviour management strategies	D	✓	
Ability to communicate with a range of stakeholders, including parents	D	✓	
Willingness to cover a range of subjects	D	✓	
Ability to keep accurate records	D	✓	
Experience of using online learning platforms, such as Google Classroom	D	✓	
Experience of implementing safeguarding procedures	D	✓	
Experience of working in a team in a school setting	D	✓	
Further Requirements:			
VALUES-BASED BEHAVIOURS:			
Compassion:			
Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes	E		✓
Aspiration:			

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Working to high expectations, modelling the delivery of high-quality outcomes	E		✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		✓
Integrity:			
Acting always in the interests of children and young people	E		✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		✓
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skillfully influence and engage others	E		✓

The College is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.

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