



**BUDEHAVEN**  
COMMUNITY SCHOOL

Headteacher: Ms Tracey Reynolds BA (Hons) MA (Ed)



## Budehaven Community School Cover Supervisor Job Description

<b>Job title:</b>	Cover Supervisor
<b>Salary:</b>	Grade F (£17,364 to £21,166)
<b>Responsible to:</b>	Cover Manager
<b>Important Functional Relationships:</b>	<u>Internal:</u> Headteacher, Heads of Subject, Cover Supervisor Manager, teachers, pupils, teaching support staff, SENCO.

### Main purpose of the job

To provide good quality supervision of learning in a range of classes and subjects in response to unforeseen short-term teacher absence, ensuring a positive, productive and safe learning environment is maintained in the classroom.

### Duties and responsibilities:

1. To liaise with the Cover Manager and Head of Subject with regard to distributing relevant work and teaching materials which relate to the relevant Curriculum area and stage of progress of the pupils.
2. To establish constructive relationships and effectively communicate with teaching staff and Head of Subject with regard to cover requirements for short-term teacher absence.
3. To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all pupils.
4. To assist pupils in developing knowledge and skills through use of the pre-set work and teaching resources provided. To take into account the learning support involved to aid the pupils to learn as effectively as possible.
5. To provide instructions to pupils with regard to pre-set activities for the class as provided by the Head of Subject or teacher in the event of the usual class teacher's absence.
6. To respond to questions from pupils relating to pre-set work to ensure a constructive working environment.

7. To work within a framework set by the teacher, ensuring feedback to pupils and colleagues is appropriately planned.
8. To support pupils consistently whilst recognising and responding to their individual needs.
9. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
10. To collect pupils' work at the end of the lesson and return to the appropriate teacher or teacher's representative in accordance with the school's teacher cover policies and procedures.
11. 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.
12. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with the school's behaviour management policies and encourage pupils to take responsibility for their own behaviour.
13. To supervise and manage pupils' behaviour whilst covering teacher absences in accordance with the Budehaven Behaviour Policy and Budehaven Way in the Classroom. To deal with any immediate problems or emergencies that may occur in the class whilst covering the teacher's absence in accordance with the school's recognised policies and procedures.
14. To check and record pupil attendance and absences. To report all absences in accordance with the schools' recognised absence reporting procedures.
15. To report back to the teacher (or appropriate representative in the teacher's absence) any issues that may have arisen including problems with pre-set work, behavioural issues, concerns etc.
16. To carry out administrative tasks associated with all of the above duties.
17. To attend morning staff briefing meetings to remain fully aware of teacher absences and the schools' changing requirements for teacher cover.
18. To remain aware and work within all relevant school working practices, policies and procedures.
19. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
20. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
21. To undertake other duties appropriate to the grading of the post as required.

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

*All employees of Budehaven Community School are required to understand and contribute to the Budehaven Way*

## Budehaven Community School Cover Supervisor Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Relevant Experience</b>	Good standard of practical knowledge, skills and experience of working with secondary school students in a learning environment.	Relevant experience to include providing specialist support within the curriculum, or with specialist pupil groups.	Application form/ interview.
<b>Education &amp; Training</b>	Good standard of education with a minimum of five good GCSEs  Be a lifelong learner	Behaviour management training.	Application form/ interview.
<b>Special Knowledge &amp; Skills</b>	ICT skills  Good listening & communication skills.  Knowledge of specific curricular areas or key stages.	Awareness of the SEN Code of Practice and guidance on meeting SEN.  Fully meets the nationally recognised HLTA standards.	Application form/ interview.
<b>Safeguarding</b>	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	Safeguarding training	Application form/ interview.
<b>Any Additional Factors</b>	Enthusiasm for learning and teaching  Self-motivated and able to work constructively as part of a team.  Ability to relate well to young people and adults.  Ability to work to deadlines and methodical approach to work.		Interview.