



## JOB DESCRIPTION

Post Title: Cover Supervisor  
Grade: Scale 5  
Hours: 27.5 hours, 39 weeks  
Responsible to: HR & Office Manager

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### **PURPOSE:**

To supervise classes during the short-term absence of the assigned teacher.

### **CONDITIONS OF EMPLOYMENT:**

The Conditions of Employment for support staff are set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

### **PARTICULAR DUTIES:**

#### Duties

- Supervise work that has been set by the teacher;
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment;
- Respond to any questions from pupils about process and procedures;
- Deal with any immediate problems or emergencies according to the School's policies and procedures;
- Collect completed work after the lesson and pass to the appropriate teacher;
- Report, as appropriate, using the School's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
- Exam supervision.

#### Equalities

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

#### Health and Safety

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

## Criminal Records Bureau

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Enfield Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

## Additional Information

- The jobholder is required to contribute to and support the overall aims and ethos of the School;
- All staff are required to participate in training and other learning activities and in performance management and development, as required by the School's policies and practices.

**The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

## **SUPERVISION;**

- The jobholder is managed by a member of the School's Senior Leadership Team. The frequency of meetings is determined by the School's performance management policies and practice.
- No supervision of staff.

## **JOB CONTEXT:**

- The job is to provide cover for whole classes during the short term absence of a teacher. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting or to allow time for planning, preparation or assessment. The Headteacher's professional judgement will determine the deployment of a cover supervisor;
- The jobholder will be expected to engage students in learning planned by their teacher;
- In the event of no cover being required, the jobholder will report to their SLT supervisor and will support students in class (under the guidance of the class teacher) as directed or undertake administrative tasks.

## **KNOWLEDGE, EXPERIENCE AND TRAINING:**

- Experience of working with children of the relevant age;
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths, English and Science;
- Understanding of the curricular requirements of the School;
- Competence in the use of ICT to support teaching and learning;
- Ability to work with a minimum of supervision and within a team;
- Ability to manage pupils in a classroom setting.