

JOB DESCRIPTION

Effective Date: January 2025

Post Title:	Cover Supervisor
Salary:	Level 5 (SCP 13-23)

POSITION IN ORGANISATION

Reporting to:	Assistant Headteacher
Responsible for:	N/A

MAIN PURPOSE OF JOB

To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task.

The post holder will effectively:

1. To supervise whole classes during the short-term absence of teachers.
2. Cover Supervisors will give instructions for the lesson and manage the classroom.
3. Cover Supervisors will respond to general questions and support student engagement.
4. Contribute to the overall ethos, work and aims of the school.

MAIN ACCOUNTABILITIES and DUTIES

Cover Supervisors will respond to general questions and provide general feedback to teachers, but will not be required to undertake 'specified work', such as planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development. When not required for cover, Cover Supervisors will work on Administration tasks. Cover Supervisors will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.

Lesson Cover Responsibilities

- Arrive on time to all assigned lessons.
- Supervise students effectively, ensuring engagement with learning activities and addressing any immediate issues.
- Manage student behaviour in line with the school's behaviour policy.
- Complete registers promptly and accurately.
- Act as a role model, setting high expectations for student conduct.
- Provide guidance to students on procedures while ensuring they remain on task.
- Promote inclusivity and equal opportunities in all classroom activities.
- Provide accurate feedback to the teacher regarding student behaviour and lesson progress.
- Collect and return completed work as required.
- Deliver tutor sessions and supervise assemblies, ensuring accurate attendance records.
- Support the use of ICT in lessons where appropriate.
- Ensure proper organisation and use of classroom resources.
- Follow all school routines and procedures efficiently and accurately.

General

- Build and maintain positive relationships with students, parents/carers, colleagues, and external professionals.
- Participate in the school's performance management process, setting and reviewing annual professional targets.
- Adhere to all school policies, procedures, and relevant legislation.
- Use ICT effectively to support school operations.
- Attend relevant meetings and training sessions.
- Carry out additional duties as assigned by the Assistant Headteacher or Headteacher, in line with the role's responsibilities.
- Contribute to the school's ethos and uphold professional standards at all times.

Person Specification

Qualifications and Experience

- A good level of literacy and numeracy.
- Strong IT skills and familiarity.
- Educated to at least A-Level (or equivalent).
- Awareness and understanding of child protection and safeguarding procedures.
- Previous experience as a Cover Supervisor.
- A degree-level qualification (or equivalent) is desirable but not essential.

Knowledge, Skills, and Attributes

- Ability to maintain a professional presence and effectively carry out responsibilities.
- Strong organisational skills with the ability to manage multiple tasks under pressure.
- Excellent communication skills, with the ability to engage positively with students, staff, and external agencies.
- Ability to work flexibly, adapting to the needs of the school.
- A proactive and solution-focused approach to problem-solving.
- Strong interpersonal skills, maintaining professionalism and confidentiality.
- A commitment to safeguarding and promoting the welfare of children and young people.

Personal Qualities

- A strong team player.
- Ability to organise and prioritise workload efficiently.
- Capacity to work under pressure and meet tight deadlines.

Health & Safety

You are required to be aware of and comply with the school's Health and Safety policy at all times and act proactively in all matters relating to health and safety.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Lynch Hill Enterprise Academy or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1998.

Safeguarding Children

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the

Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Postholder's signature:

Date:

Person Specification

Inclusion room manager	Essential	Desirable
<p>Qualifications 5 GCSEs at Grade C or above including English and Maths or equivalent</p>	✓	
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> ▪ Good communication skills, both oral and in writing ▪ Good telephone manner ▪ Ability to work independently and as part of a team ▪ Knowledge, understanding and competence in ICT ▪ Good organisation, manage workload effectively and prioritise tasks ▪ Able to respond to a wide range of queries ▪ Able to interact with staff, students and external agencies at all levels ▪ Ability to speak another language (Urdu/Punjabi) 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
<p>Experience</p> <ul style="list-style-type: none"> ▪ Experience of working in a school environment ▪ Experience of using Microsoft packages ▪ Experience of communicating at all levels ▪ Experience of effective organisation of workload 	✓ ✓ ✓	✓
<p>Personal Qualities</p> <ul style="list-style-type: none"> ▪ Enjoy working with young people ▪ A sense of humour ▪ A flexible and adaptable approach ▪ A desire to continue to learn and develop within the role ▪ Resilience and determination to be successful ▪ Ability to work well under pressure ▪ Commitment to safeguard and promote the welfare of children and young people 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓