



Ash Manor School

Aspire and Achieve



JOB DESCRIPTION & PERSON SPECIFICATION

CONTRACTUAL DETAILS

Post Title:	Cover Supervisor
Grade:	Surrey Grade PS7
Hours:	36 hours per week, 39 weeks per year (term time only) incl 5 days INSET
Line managed by:	Assistant Headteacher
Line management of:	N/A

ROLE PURPOSE

This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.

- ❖ To facilitate high quality learning within the classroom in the absence of regular teaching staff

CORE ACCOUNTABILITIES & ABILITY STATEMENTS

Learning and Teaching

- ❖ To cover lessons for teacher absence
- ❖ To uphold the School rules and ethos
- ❖ To facilitate and encourage learning which helps all students achieve their potential
- ❖ To communicate the work set by the class teacher to the students
- ❖ To manage the classroom environment, maintaining good order and applying the school's Behaviour Policy
- ❖ To ensure that the resources specified for the lesson are available and oversee their use as necessary
- ❖ To assist students where possible and, if necessary, seek appropriate assistance or advice
- ❖ To return work, etc., to the class teacher and communicate student progress to the teacher
- ❖ To accompany staff on school visits and work under the direction of visit organiser
- ❖ To collate and distribute class work to supply staff and to monitor the return of materials

Other duties and responsibilities

- ❖ To provide support for students' emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour
- ❖ To manage own record keeping in respect of individual students' development, progress and attainment as appropriate
- ❖ To assist with the general pastoral care of the students, including helping students who are sick, distressed or injured
- ❖ To oversee cover processes within the school, ensuring that visiting cover staff have the required resources
- ❖ To undertake exam invigilation when required, maintaining the rules set out by external examination boards and in-house regulators
- ❖ To attend relevant meetings and participate in training opportunities and performance development as required
- ❖ To undertake any other duties as may be reasonably required.

Liaison

- ❖ Teachers
- ❖ Support Staff
- ❖ Students

Corporate & statutory initiatives – equalities/health & safety

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- ❖ To undertake training as required

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

Signed by Job Holder: Date:

Signed by Line Manager: Date:

COVER SUPERVISOR: PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	GCSEs grade C/4 or above, including Maths and English	Level 3 or higher qualifications Evidence of recent and relevant training	Application form and letter
Experience and Knowledge	Understand the challenges associated with inclusion within an urban environment Working as part of a team	Working effectively in an education environment or with young people	Application form, letter and reference
Skills and Abilities	Anticipate problems, develop creative solutions Listen to and reflect on feedback from others High level of verbal and non-verbal communication skills Strong level of ICT skills Excellent presentation skills Excellent personal presentation Able to build and maintain positive relationships with individuals Prioritise, plan and organise self	Use of SIMS or equivalent	Letter References Interview
Motivation and Personality	An interest in educational issues A commitment to inclusion Positive attitude Genuine concern for the welfare of others Initiative and self-motivator Calm disposition Approachable with a good sense of humour		Letter References Interview
Personal	Willing to accept the demands and challenges of the post and respond in a flexible manner Committed to safeguarding and promoting the welfare of students and Ash manor School		References Interview
Safeguarding	The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.		