



## THE MOUNTBATTEN SCHOOL

<b>Role Profile:</b>	02008
<b>Role Title:</b>	Cover Supervisor
<b>Grade:</b>	Grade C
<b>Hours</b>	32.5 hours per week 39 week contract
<b>Reports To - (Supervisor/manager's role title)</b>	Senior Cover Supervisor Senior Deputy Headteacher
<b>Role Purpose: (why the role exists)</b>	Under the professional direction of a teacher to supervise whole classes during the short term absence of a class teacher, with other associated duties where no cover is required, such as invigilation or admin support for a faculty/department.

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### GENERAL STATEMENT

To represent The Mountbatten School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for school employees. Attendance at training courses may be required as part of professional updating.

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### ROLE REQUIREMENTS

*The most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.*

Accountabilities	Accountability Statements
Support for students	<ul style="list-style-type: none"> <li>Supervise whole single classes of students using material planned by a teacher to engage students in learning activities.</li> <li>Establish productive working relationships with pupils acting as a role model and setting high expectations of work and behaviour.</li> <li>Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.</li> <li>Respond to students' general queries and keep pupils on task.</li> </ul>

Support for teachers	<ul style="list-style-type: none"> <li>• Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.</li> <li>• Comply with instructions requested by the usual class teacher.</li> <li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</li> </ul>
Support for curriculum	<ul style="list-style-type: none"> <li>• Make appropriate use of equipment and resources.</li> <li>• Comply with lesson plans and instructions from class teacher.</li> </ul>
Support for the school	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Undertaking playtime or lunchtime supervision of pupils.</li> <li>• In line with the operational needs of the school, undertake other duties (e.g. supervising examinations) when needed.</li> <li>• Participate in training and continuing professional development.</li> <li>• Attend relevant school meetings as required.</li> <li>• Joining in with the activities of students in classes and contributing to assessment and record keeping.</li> <li>• Assisting with classroom and corridor displays.</li> <li>• Where no cover is required, undertaking activities to support the administrative requirements of individual faculties.</li> </ul>
Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability	Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.
	<p>Such other duties as may reasonably be allocated by the Headteacher or other delegated officers within the purview of the post.</p> <p>This is not a definitive list of roles for this post. It is a guide and will be reviewed on an annual basis. Amendments can occur at any time in consultation with the post holder.</p>

Necessary role-related knowledge, skills and experience at selection	
<ul style="list-style-type: none"> <li>• Empathy with students and sympathetic to their needs</li> <li>• Trained at least to NVQ3 standard with GCSE level C or equivalent in Maths and English</li> <li>• Minimum of 1 year's relevant experience in a teaching/learning child support working environment</li> <li>• Good literacy and numeracy skills</li> <li>• Good communication skills and able to clarify and explain instructions clearly</li> <li>• Professionally discrete and able to respect confidentiality on particular issues</li> <li>• Well-developed interpersonal skills and sense of humour enabling effectively relationships with a variety of different people</li> <li>• Be flexible and innovative</li> <li>• Team Work</li> </ul>	

## NOTES

- The School and site are open between hours of 7.00 am and 10.00 pm and Support Staff are occasionally requested to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed by the line manager and processed via the HR Manager to enable records to be kept.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
  - (a) unpaid leave, or
  - (b) time made up in lieu (by negotiation).
- There are other occasions when the Executive Headteacher may grant leave (unpaid or time made up in lieu)
  - (a) Overtime has been worked by agreement with the Executive Headteacher/School Business Manager.
  - (b) To attend a special event e.g. graduation.

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## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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## PERFORMANCE REVIEW

All support staff undertake an annual appraisal in line with school policy and practice. This post holder's appraisal will be line managed and undertaken by the Senior Cover Supervisor.

Date Prepared:	January 2016
Prepared By:	Beverly Ward – HR Manager
Date Reviewed:	October 2017
Reviewed By:	Fiona Davies – HR Officer