



Date last modified: January 2017

JOB TITLE: Cover Supervisor
32.5hrs per week term-time only, plus 5 Inset days

GRADE: JG5

1. JOB PURPOSE:

To supervise the learning of whole classes during the short-term absence of their class teacher as they undertake the work set for them; to invigilate tests and examinations, and to accompany staff and students on educational visits. To support the school in systematically managing staff absences, helping to relieve teachers' burden of cover.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

- i) Supervise the work of whole classes set by their class/subject teacher in accordance with College policy
- ii) Register and record pupil attendance in lessons.
- iii) Answer pupil queries about process and procedures relating to the lesson and the work set.
- iv) Manage the behaviour of pupils to ensure a constructive learning environment in line with the College's Behaviour Policy.
- v) Deal with any immediate problems or emergencies according to school policies and procedures.
- vi) Collect completed work after the lesson and return it to the appropriate teacher.
- vii) Report back, as appropriate, using the College's agreed referral procedures, about the achievement and behaviour of pupils during the class.
- viii) Assist with other activities relating to the supervision of pupils e.g. general supervision during break periods and with the support and delivery of learning e.g. supporting teachers in the classroom and some administrative duties.
- ix) To be aware of and understand the College's Equality and Diversity Policies and ensure at all times that the duties of the post are carried out in accordance with these Policies.
- x) To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.

- xi) To be fully committed to safeguarding and promoting the welfare of children and young people.

Support for the school:

- (i) *Develop and maintain working relationships with other professionals*
Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner

Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.

Participate in staff, team, planning meetings and Insets.

- (ii) *Contributing to the Management of pupil behaviour and security*
Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.

Be aware of and understand the College's Single Equality Policy and the Council's Race Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the Policy.

Ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.

- (iii) *Review and Develop own professional practice*
Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

3. SPECIAL NOTES OR CONDITIONS:

The post holder is subject to the provisions of all child protection legislation, and the Authority's policies governing staff who work with children and vulnerable adults.

Job Dimensions (Specific to the post holder)

No of Staff Supervised:	None
Budget:	-
Other Resources:	-

School Dimensions

Status:	Secondary	
Pupils on Roll:	Approx 908	
No of Staff:	55 Teachers	55 Support Staff
Annual Budget:	£4.6m	

Contacts:	All members of teaching and support staff
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4. PERSON SPECIFICATION - QUALIFICATIONS AND EXPERIENCE:

Area	Essential	Desirable
Education	<p>Maths and English GCSE grade A* - C or Numeracy and Literacy Level 2 on the National Qualifications Framework or equivalent.</p> <p>NVQ/VRQ Level 2 Teaching Assistant Qualification or equivalent relevant student centred qualification.</p>	<p>Working towards TA Level 3 qualification.</p> <p>ITQ level 2</p>
Experience	<p>Previous experience working as a learning support assistant at level 2 in a Secondary school across the school year or equivalent relevant experience of being responsible for whole classes in a Secondary School and managing behaviour.</p>	<p>Behaviour for Learning training to support classroom practice</p>
IT skills	<p>Competent ICT skills.</p>	<p>Knowledge of subject specific software.</p>
Other skills	<p>Excellent and effective communication skills.</p> <p>Sound knowledge and understanding of:</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection procedures • AEN code of practice 	<p>Working with students of secondary age within other appropriate contexts.</p> <p>Specific skills relating to the job description.</p> <p>A specific area of curriculum/pastoral expertise which they are prepared to further develop within the post.</p>
Qualities	<ul style="list-style-type: none"> ▪ Ability to work flexibly within a team and motivate students. Demonstrate a professional attitude ▪ Ability to work effectively with a wide range of people across the school and from outside 	<p>Attendance at events beyond school hours, by agreement.</p>

5. SUPERVISORY RESPONSIBILITY:

The post holder does not have supervisory responsibilities for other staff.

6. SUPERVISION RECEIVED:

Works within a framework as directed by the Headteacher. Ongoing dialogue with team leaders and teachers, with timetabled meetings and performance review. Day to day direction of cover supervision managed by Senior Team member in charge of cover. Liaison with Heads of Faculty to ensure continuity of lesson content.

RECEIVED:

DATED: