



EAST BARNET SCHOOL
Job Description

Post: Cover Supervisor
Accountable to: Assistant Headteacher
Grade: Band 5

Job purpose: To supervise whole classes during the short-term absence of teachers, giving instructions for the lesson and ensuring good order is maintained and all students are kept on task in order that outstanding learning takes place.

Duties and responsibilities /Job specification

Key Responsibilities

1. To give instructions for the lesson as provided by a teacher.
2. To maintain excellent order and ensure that students are on task and making good progress in their learning.
3. To supervise and support students within learning activities.
4. To act as a role model and set and maintain the highest standards of conduct and behaviour.
5. To liaise with Heads of subject where additional support is needed.
6. To provide feedback to the teacher on the conduct of the lessons covered, the learning that took place and the progress made by students.
7. To keep appropriate records as agreed with the teacher.
8. To make appropriate use of equipment and resources, including ICT.
9. To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
10. To support the Additional Educational Needs (AEN) department when not allocated to a lesson for cover.
11. To carry out Faculty and Department administrative tasks as directed when not allocated to a lesson for cover.
12. To respect confidentiality always.
13. To liaise with the line manager as appropriate.

Other duties and responsibilities

1. Demonstrate consistently high expectations of all students and a commitment to raising their achievement and social and emotional wellbeing. Promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration.
2. Develop strong and positive relationships with students and staff.

3. Always model the ethos and vision of the school.
4. Communicate promptly and sensitively with parents, carers, and other relevant bodies where necessary.
5. Establish and maintain effective working relationships with colleagues.
6. Carry out any other reasonable duties within the scope of this post, as and when requested by the Headteacher or any other member of the Senior Leadership Team.
7. To act as a First Aider and offer support where required.
8. To attend INSET training sessions as directed by the School Business Leader.

Person Specification

Essential

1. Qualified to work in the UK.
2. Educated to at least GCSE (minimum GCSE C grades or equivalent in English and Mathematics).
3. Experience of working with children of a relevant age in a school setting.
4. Experience of effective student behaviour management.
5. Experience of building positive relationships with young people.
6. Excellent organisational skills.
7. Good analytical skills.
8. Excellent interpersonal skills with adults and students.
9. Excellent written communication skills.
10. Excellent listening skills, a high degree of emotional intelligence; and an effective oral and written communicator with students, staff, and parents.
11. Committed to teamwork and working collaboratively with colleagues.
12. Patience and a calm manner.
13. Flexibility and Reliability.
14. Loyalty and integrity.
15. Capacity for hard work and calmness under pressure.
16. The ability to relate well to young people.
17. Excellent ICT skills including Word, Excel, Outlook.
18. Commitment to the safeguarding and welfare of all students.
19. Commitment to providing equality of opportunity.
20. Willing to attend training appropriate to the post.
21. Willing to attend First Aid training as required.

This post is subject to an enhanced DBS check.