



KING EDWARD VI SCHOOL

JOB DESCRIPTION – COVER SUPERVISOR

JOB FAMILY: Teaching Assistants
TITLE: Cover Supervisor
SALARY GRADE: Grade 4 – points 20-23

BASIC DESCRIPTION

Cover Supervisors are required to cover lessons during the short term absence (a period of fewer than 20 days, inclusive of weekends and holidays) of the normal teacher who will have set suitable work for the duration. At a very basic level the role of the Cover Supervisor is to supervise the class whilst they complete tasks set by the teacher. This requires no active teaching, marking, planning etc. Cover supervision does not involve carrying 'specified work' as outlined in the Education (Specified Work and Registration) (England) Regulations 2003 and accompanying guidance

However at King Edward VI the role of Cover Supervisor has been developed beyond the basic description above.

ROLE OF THE COVER SUPERVISOR

Cover Supervisors will be required to manage groups of around 30 students independently and to appropriately deliver the work set to a high standard, answering any questions to the best of their ability that students may have surrounding the tasks set.

You will be expected to:

- Provide cover for morning registration
- Deliver lessons where the normal cover has been left, to a high standard with limited preparation time and on occasion at short notice
- Manage the behaviour of students effectively, putting an end to any unacceptable behaviour before it escalates
- Provide students with a positive learning environment so as to aid student progress
- Deal with any issues, whether behavioural or otherwise, following the school's policies

- Collect work at the end of the lesson and return it to the teacher's pigeonhole along with the signed cover sheet, making note of those who worked well or caused problems
- Be able to resolve any problems/queries with cover, speak with other staff members or provide additional tasks yourself of suitable quality

On occasions when cover is light such as at the beginning of terms, Cover Supervisors may also be required to carry out the following tasks.

- Offer departments support, including with displays
- Complete detailed observations of teachers throughout the school year: at least 20 minutes per observation and discussion follow-up with line managers
- Help with the supervision of First Base and the Exclusion Room
- Help with the invigilation of exams
- Help with the support of individual students with SEN issues
- Carry out suitable administrative tasks
- Attend staff briefing at 8.40 every Monday morning in the Staffroom

You will also be expected to attend a fortnightly meeting with the rest of the cover team.

YOUR ATTRIBUTES

The role of Cover Supervisor is challenging, and whilst previous experience is not necessary, it is vital that anyone thinking of applying for this position possesses the following qualities:

- a recognised competence in literacy and/or numeracy
 - be able to think on your feet, react quickly and effectively to potential situations and use your initiative on a continuous basis
 - communicate confidently and effectively with students and other members of staff
 - control classroom behaviour, preventing any incidents or misbehaviour where possible by using a range of behaviour management strategies for which training will be available
 - be patient, calm and work well under pressure
 - relate well to students, creating rapport and helping to raise the positive profile of Cover Supervisors within the classroom
 - enjoy a varied and constantly changing routine
 - listen to instructions which may be delivered briefly and at speed, taking on new information quickly. Additionally to listen to students, particularly if they come to you with a problem
- N.B.** Further information regarding safeguarding issues will be provided upon joining the team.
- be able to complete reports such as incident report form, behaviour diary, progress report etc, maintaining appropriate levels of confidentiality

In addition all Cover Supervisors should have a good understanding of SEN and G&T characteristics, knowing how to provide the best help and understanding for those with special needs, and challenging the minds of the gifted and talented. A broad awareness and understanding of medical conditions such as asthma, epilepsy etc, and a basic knowledge of first aid is also helpful. Training is available as part of the new staff induction programme.

CLASSROOM EXPECTATIONS

This section outlines what is expected of you, your cover work and your students in every lesson, and what is unacceptable. Please note that should help be required in situations such as persistent and disruptive behaviour, a senior member of staff should be called to assist you by sending a reliable student to Reception or the subject leader with a note. Problems such as these should also be reported to your Line Manager and logged with the Cover Manager at the end of the lesson in order to protect yourself and to prevent any reoccurrence.

You:

- Behave in a responsible, sensible and professional manner at all times whether in or out of lessons
- Treat misbehaviour in the same way as the normal teacher would
- Check the cover box every morning to make sure all your cover for the day is present and suitable. If it is not, find the subject head and resolve the issue before the beginning of the lesson
- Deliver cover to the best of your ability with due awareness of health and safety procedures; take direct responsibility for pupils' safety as you work without the direct supervision of the classroom teacher when providing cover either for short term absence or as a planned approach to PPA time
- Communicate effectively with students, staff and the rest of the team
- Do not leave the school premises during lesson time, unless you have a specific reason and it has been agreed by the head in advance, using a red PPR form (kept in the staffroom)
- Never carry out any personal work during a cover lesson

Your cover work:

- All cover sheets should be clearly written and laid out, with the work set suitable to be delivered by someone other than a subject specialist. If this is not the case, seek advice from the subject leader
- If you do not feel comfortable delivering particular work set for a lesson, whether due to personal beliefs or due to a lesson's sensitive content, you should seek further advice from your line manager.

- As a Cover Supervisor you should not be expected to take lessons which require practical activities, for example cooking, science experiments or the use of equipment in the DT department.

Your students:

- Students and staff should treat you in the same way as they would any other teacher
- Do not accept any misbehaviour or failure to do the work set just because the normal teacher is absent
- The use of mobile phones, whether by students or staff, is strictly prohibited in the classroom. Should students be seen with their phone out **at any time of the day** it should be confiscated and taken to the Student Services Office along with the student's name, to be collected from the Deputy Headteacher at the end of the day

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post