

Cover Supervisor – Job Description

JOB TITLE:	Cover Supervisor
NJC SCALE RANGE:	Point 13-17 [Scale 6]
RESPONSIBLE TO:	SLT Link

Purpose:

To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task.

Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).

Cover Supervisors will not therefore be subject to a system of supervision other than the general supervision applicable to all staff and will act under the professional direction of teachers.

Main Duties:

- To supervise students engaged in learning activities
- To provide objective and accurate feedback to the teacher on the conduct of the lesson

Support for students

- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all students within the classroom
- Keep students on task and respond to general queries

Support for teachers

- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

Support for the Curriculum

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

Support for the school

- Be committed to safeguarding and promoting the welfare of children and young people.
- Be aware of and comply with policies and procedures relating to, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equalities policies.

- Adhere to professional business standards of dress, courtesy and efficiency, in line with the ethos of the school
- The Governing Body 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 duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of the Conditions of Employment
- The job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying them out
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder

Signed	
Post holder:	Line Manager:
Name in capitals:	Name in capitals:
Date:	Date:

Cover Supervisor - Person Specification

Qualifications and experience	Essential	Desirable
Educated to degree level or equivalent.		✓
GCSE – 'C' minimum (or equivalent) in English and Mathematics.	✓	
Prior experience of working in the education sector and/or with secondary school aged children.	✓	
Working successfully as part of a team, which plans its workload and has to respond to situations that arise.	✓	
Understanding and experience of using SIMS and IT applications e.g. word processing, spreadsheets, databases and emails.	✓	
Skills & Abilities		
Ability to set and maintain high standards	✓	
Ability to effectively manage classroom activities.	✓	
Understanding of a range of strategies to deal with classroom behaviour as a whole, group and with individual behaviour.	✓	
Ability to prioritise tasks, manage time effectively and meet deadlines.	✓	
Ability to cope with a fragmented day.	✓	
Excellent interpersonal skills to form and maintain positive working relationships with young people and colleagues.	✓	
Discrete and considerate when dealing with sensitive and confidential matters.	✓	
Proven ability to work on own initiative and make decisions.	✓	
Ability to work as an effective member of a team.	✓	
Ability to adapt to new situations.	✓	
Excellent organisation and administrative skills.	✓	
Personal Qualities		
Physical and emotional resilience and reliability under pressure.	✓	
Warmth, confidence and empathy informed by a clear sense of purpose in working with young people.	✓	
The ability to model the behaviour, values and attitudes we expect of young people.	✓	
Knowledge and understanding of safeguarding.	✓	
Commitment to equal opportunities.	✓	
Current driving licence.		✓
General		
Awareness of and promotion of equality.	✓	
Good understanding of Health & Safety.	✓	
Good understanding and effective implementation of Child Protection procedures.	✓	
Understand and comply with procedures and legislation relating to confidentiality.	✓	