

Cover Supervisor Job Description

Reporting to: Cover Manager / Assistant Headteacher
Salary Scale: NJC Grade D2 Point 4-11

Main Purpose:

The cover supervisor is responsible for:

- Supervising classes in the absence of a teaching member of staff due to illness, ensuring purposeful learning, as per statutory regulations.
- Supporting students in class when not supervising a lesson to aid effective learning.
- Implementing work programmes with individual and/or groups of students in or outside of the classroom.
- Contributing to the overall ethos, work and aims of the school.

Duties and responsibilities:

Operational:

- Maintain good relationships with all staff, students, parents/carers and other professionals
- Supervise a class of students when the timetabled member of the teaching staff is absent, as per statutory regulations using work that has been set by the class teacher or head of department.
- Understand and implement the school's behaviour policy, safeguarding policy and code of conduct including the issuing of rewards and sanctions within the school's guidelines to ensure a constructive environment.
- Ensure that good order and safety of the students being supervised, including an orderly start and finish to the lesson.
- Keep accurate attendance records of students in supervised lessons.
- Provide students with clear information and instructions relating to the work to be completed by them.
- Respond to any questions from students about the work set, processes and procedures.
- Help students with the organisation of the work set and the materials and resources provided.
- Leave the classroom in good order and secure at the end of the lesson.
- Return work completed in lessons and information, such as the class register, textbooks and equipment, to the appropriate teacher.
- Report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- Use ICT effectively to support learning activities.
- Liaise with the appropriate staff, such as heads of department, with regard to the work that has been set so that requirements are fully understood.
- Provide support to students, including those with special educational needs and English as a second language, under the direction of the class teacher and/or SEN co-ordinator.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Supervise registration periods in the absence of the form tutor, completing required documentation/data entry.
- Provide supervision during break times as required.

Duties and responsibilities:

Administration:

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy.
- Carry out administrative work to support students' learning, including photocopying for the teaching staff, and undertake other clerical or administrative work as required.

Duties and responsibilities:

General:

- Invigilate school and public examinations and tests as required.
- Assist in escorting students on educational visits and participating in extra-curricular activities as required.
- Attend relevant meetings and training sessions.
- Keep up-to-date with local and national developments and changes in curriculum delivery.
- Support in supervising INTEX (internal exclusion)

Other areas of responsibility

Safeguarding:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.

Employee Name:

Signature:..... **Date:**.....

..... **Date:**.....

Signed On behalf of Rainham Mark Education Trust

Person specification

CRITERIA	QUALITIES	
	Essential	Desirable
Qualifications and Experience:	<ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English and mathematics. • Experience of working with children/young people in a learning environment and in a supervisory capacity. 	<ul style="list-style-type: none"> • Further education qualification(s) in relevant field. • Experience of working in a school or similar establishment.
Knowledge and Skills:	<ul style="list-style-type: none"> • Ability to build and form good relationships with students and colleagues. • Ability to work constructively as part of a team, understanding school roles and responsibilities. • Ability to relate well to and motivate young people. • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals. • Good standard of numeracy and literacy skills. • Ability to absorb and understand a wide range of information. • Ability to manage and deal with confidential data/issues appropriately. • Ability to proficiently use office computer software • Ability to learn and use a range of strategies to deal with classroom and individual student behaviour. • Ability to improve own practice/knowledge through self-evaluation and learning from others. 	<ul style="list-style-type: none"> • Working knowledge of Arbor software package. • Working knowledge and experience of national requirements regarding curriculum and relevant learning programmes. • Understanding of statutory frameworks relating to teaching. • Good understanding of child development and learning processes. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation.
Personal Qualities:	<ul style="list-style-type: none"> • Initiative and ability to prioritise one's own work. • Able to follow direction and work in collaboration with line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. 	

	<ul style="list-style-type: none">• Recognition of the importance of personal responsibility for health and safety.• Commitment to the Trust's ethos, aims and its whole community.	
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