

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/ or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

Job Title: Cover Supervisor

Grade: 5 (Points 12 – 17)

Salary: £28,598 - £31,022 per annum (full-time equivalent)

Responsible To: Headteacher

Responsible For: N/A

**Key Relationships/
Liaison with:** Senior Leadership Team, Teachers, other classroom support staff

Job Purpose: A Cover Supervisor will provide short term supervision of classes in the event of the absence (planned or unplanned) of the teacher, ensuring that pupils are engaged in pre-set work, and managing behaviour and ensuring a safe environment. Cover will not normally be for more than 3 consecutive days for the same teacher/class.

**Occupational
Standards:**

MAIN DUTIES AND RESPONSIBILITIES:

- In the absence of a teacher, to deliver lessons that have been planned by the class teacher and marking books within the lesson or at the end of a lesson.
- To maintain a purposeful learning environment to keep students on task.
- To supervise a class of students, ensuring they are engaged in learning activity that has been set by a teacher. This may include explaining the work to be completed and answering questions from pupils to ensure that they understand what is required of them.
- To motivate and encourage the children as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to children's needs.
- To give positive encouragement, feedback and praise to reinforce and sustain the children's efforts and develop self-reliance and self-esteem.
- To promote, observe and report on pupil performance and development using assessment strategies to improve learning.
- To contribute to assessment activities.
- To prepare and utilise I.C.T resources to support pupils learning.
- To liaise with teachers / other relevant staff with regard to work set for a class.

- To feedback to the relevant teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered lesson(s).
 - To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
 - To support the maintenance of an activity bank and draw upon this in the event that pupils complete the pre-set work more quickly than expected, in order to ensure that pupils are engaged in constructive activity throughout the period of cover (where appropriate).
 - To contribute to the development and review of relevant policies (e.g. Behaviour Management, etc).
 - To assist in the evaluation of the impact of covered lessons on pupils and throughout the school.
 - To undertake pupil registration of a class, in the absence of the normal teacher.
 - To promote the school values, positive behaviour, attitudes and relationships, using effective strategies in a timely manner in accordance with school policy.
 - To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
 - To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
 - To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment.
 - To undertake administrative duties relevant to the role.
 - To invigilate or provide approved SEN support for internal and external tests and examinations under formal conditions.
 - To undertake additional duties as required, commensurate with the level of job.
 - To actively engage in own professional development and participate in the Trust's performance management arrangements.
- To attend training and staff meetings as required.
- To proactively research CPD opportunities to enhance own knowledge and skills.

Cover Supervisor – Person Specification		
	Essential	Desirable
Qualifications	• 5 GCSEs at grades 9 to 4 (A* - C) including Maths and English • NVQ 3 in Supporting Teaching and Learning, or equivalent	• HLTA qualification
Experience	• Experience of working with students in a formal setting • Previous experience of working with young people in a supervisory capacity	• Work experience in a similar / related post • Work experience in an educational setting • Experience of using SIMs
Knowledge / Skills	• Good organisational skills • Good interpersonal skills • Ability to use initiative • Ability to work independently and take decisions when appropriate • Ability to prioritise workload • Personal presence and self confidence • Positive role model for students • Ability to command respect • Resilience • Adaptability and flexibility • Ability to work under pressure • Compassion	
Other	• Understanding of safeguarding issues and ability to follow all Trust procedures relating to this • A commitment to the Trust's aims & values • Hold positive values and attitudes and adopt high standards of behaviour in a professional role • Demonstrable commitment to teamwork and whole Trust improvement • Integrity • Self-motivated	