

**Chingford Academies Trust**  
**Chingford Foundation School**

**ROLE DESCRIPTION**

<b>Title of Role:</b>	Cover Supervisor
<b>Grade/Pay Range:</b>	Scale 5 (spinal points 12-16)
<b>Hours:</b>	30.5 per week x 45.26 weeks per annum - Monday 08.15-15.10 (45 minute lunch break) - Tuesday-Friday 08.20-15.10 (45 minute lunch break). NB - hours subject to change based on the timings of the school day
<b>Department:</b>	Operations
<b>Reporting to:</b>	Cover Manager
<b>Responsible for:</b>	None

**JOB PURPOSE**

- To cover lessons for teaching staff in their absence
- To contribute to the supervision of students

**MAIN DUTIES / RESPONSIBILITIES**

To take responsibility for groups or classes of students in the short-term absence of their teacher. In this context the Casual Cover Supervisor will be responsible for:

1. supervising work that has been set in accordance with school policy
2. liaising with teaching staff with regard to work set for a class
3. managing the behaviour of students to ensure a constructive environment whilst undertaking work
4. responding to any questions from students about process and procedure
5. dealing with any immediate problems or emergencies in accordance with the school's policies and procedures

6. collecting in any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader
7. reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising
8. marking the register of classes / teaching groups
9. to undertake a break / lunch 'duty' as part of the school's duty system
10. support the work of classroom teachers when not deployed directly covering a class
11. keep informed of whole school policies and to play an active role in implementing them.
12. undertake other reasonable duties as directed by the Leadership Group
13. to take part in school trips and visits off-site as required
14. to cover the First Aid / Welfare Room as required
15. to assist students within a teacher's lesson if required

## **General**

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
6. To work effectively and successfully in your team within school.

## **Other requirements**

To have an up-to date Enhanced DBS Disclosure.

You are employed to work initially at the school as shown on your contract and are required to work as directed by the Chief Executive Officer. The Trust reserves the right to deploy you into any school, within the Trust, as directed.

### **Safeguarding**

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education.' The academies in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education, 2014, staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their academy (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust documentation and on websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and academies within the Trust.

Name of Postholder .....

Signature ..... Date .....

**CHINGFORD FOUNDATION SCHOOL**  
**CHINGFORD ACADEMIES TRUST**  
**PERSON SPECIFICATION & ASSESSMENT - COVER SUPERVISOR**

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b> <b>I/A*</b>
<b>Qualifications</b>			
English & Maths GCSEs - Grade C or 5 or equivalent	X		A
Evidence of recent and relevant professional development		X	A/I
<b>Experience</b>			
Experience of successful work experience within a school classroom context		X	A/I
Experience of successful relevant work with children	X		A/I
<b>Skills, knowledge and Understanding</b>			
Ability to communicate effectively at all levels.			A/I
Efficient administrator	X		A/I
Good interpersonal skills	X		A/I
Good presentation skills	X		A/I
Ability to use initiative and prioritise work	X		A/I
Ability to work to deadlines	X		A/I
Confident user of ICT		X	I
<b>Other Requirements</b>			

Willingness to undertake relevant training for trips & visits and First Aid training	X		I
Flexible approach to work	X		A/I
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	X		I
Committed to school ethos and direction	X		I
Understanding of Safeguarding Procedures	X		I
High standard of punctuality	X		A
Committed to school ethos and direction	X		I
A commitment to on-going personal development and willingness to undertake appropriate training	X		I
Appointment to the post is subject to a satisfactory enhanced DBS check	X		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

\*I - Interview process A - Application Form

***"The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf". (Ref: Safeguarding Children and Safer Recruitment in Education 2007).***