

Job Description

POST TITLE: COVER SUPERVISOR

GRADE: Grade 7

RESPONSIBLE TO: Deputy Head of School

MAIN PURPOSE:

- To supervise classes across the curriculum in following a programme of study during the short-term absence of their class teacher.
- To enable access to learning for all students.
- To contribute to raising standards by providing students with appropriate levels of support and intervention.
- To provide support to departments and the whole school.

MAIN RESPONSIBILITIES:

1. Cover Supervision

- Under the direction of the Deputy Head of School, supervise students in class during the absence of their class teacher.
- Take form and class registers, as and when appropriate.
- Liaise with Heads of Department and class teachers, where possible, to ensure that instructions are clarified.
- Liaise with Teaching Assistants supporting students in class, and access information provided by the school, regarding individual students' needs and appropriate strategies to deploy in response.
- Administer clear instructions to the class, based on the detailed work set, and actively supervise and assist students as they carry out the instructions.
- Support the school's policy on access to the curriculum for all students, deploying appropriate methods of intervention and support in order to ensure progress in learning for all students.
- Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy, making use of positive and proactive behaviour management strategies.
- Record information on Bromcom in accordance with school policy.
- Provide written feedback to the class teacher relating to positive and negative incidents, including non-participation by individual students.
- Attend morning Staff Briefings, meetings and training opportunities as directed by the Deputy Head of School or member of SLT.

- Contribute to the development and deployment of IEPs for children with special needs.
- Contribute to the planning and evaluation of work set for covering lessons.
- Provide feedback on learning activities and student progress and contribute to school review and development planning.

2. Support for Departments

- Support departments with the preparation of resources, classroom displays, filing etc, under the direction of the Deputy Head of School.
- Provide cover for the reset and internal exclusion rooms, as well as the Bridge, as and when required.
- Support with 'On Call' duties.
- Provide pastoral support for student services.

3. Exam Invigilation

- Assist with the invigilation of examinations, as and when requested to do so.
- Keep up to date with exam regulations in relation to the conducting of exams.

4. Support for the School

- Attend and actively participate in Staff Training.
- Attend and actively participate in Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Contribute and participate in school events and activities.
- Develop and maintain effective working relationships with other staff and parents/carers.

GENERAL NOTES:

1. The aforementioned responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment and are additional to the general duties and responsibilities of Teacher.
2. These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of them may be so construed.
3. These accountabilities do not necessarily give a comprehensive definition of the post. It will be reviewed at least once per year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

Person Specification

THE POST: Cover Supervisor

Criteria	Essential	Desirable
<u>Educational Qualifications</u>	<ul style="list-style-type: none"> ➤ Good educational background with minimum 5 GCSE A*-C (or equivalent) including English Language & Maths 	<ul style="list-style-type: none"> ➤ Educated to degree level ➤ Specialism in English or Maths
<u>Experience</u>	<ul style="list-style-type: none"> ➤ Experience of working with young people ➤ Experience of organising own workload 	<ul style="list-style-type: none"> ➤ Experience of working as a Cover Supervisor or related role, e.g. Teaching Assistant, Instructor etc. ➤ Experience of delivering activities to small groups
<u>Skills/Abilities</u>	<ul style="list-style-type: none"> ➤ Ability to gain the respect of students ➤ Excellent communication skills, oral and written ➤ Ability to use own initiative ➤ Good organisational skills ➤ Good listening skills ➤ Sensitivity and empathy ➤ Strong interpersonal skills ➤ Excellent ICT skills ➤ Ability to adapt to change ➤ Ability to learn quickly 	
<u>Knowledge and Understanding</u>	<ul style="list-style-type: none"> ➤ Appreciation of absolute confidentiality of information received in school ➤ Understanding of <i>Every Child Matters</i> ➤ Understanding of safeguarding and child protection 	
<u>Other Requirements</u>	<ul style="list-style-type: none"> ➤ Approachable ➤ Committed ➤ A willingness to work hard with enthusiasm and vision with a can do attitude ➤ Able to motivate self and others ➤ Ability to remain calm under pressure ➤ Willingness to undertake training, as required ➤ Ability to respond positively to feedback and adapt strategies accordingly ➤ Willingness to take a full and active role in college life ➤ Flexibility and open to change 	<ul style="list-style-type: none"> ➤ Ambition to pursue a route into teaching and/or other roles within education ➤ Willingness to learn new skills
<u>Safeguarding Competencies</u>	<ul style="list-style-type: none"> ➤ Demonstrates empathy for the concerns of others ➤ Shows respect for other's feelings, views and circumstances 	

	<ul style="list-style-type: none">➤ Seeks and uses professional support appropriately➤ Can demonstrate flexibility of approach➤ Shows a personal commitment towards safeguarding children	
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