



Cover Supervisor

Post Title: Cover Supervisor

Responsible to: Assistant Headteacher

Core Purpose of the Role

- To supervise whole classes during short-term absences of teachers, helping to facilitate learning.
- To provide administrative support for the Academy when not required for cover for classes or invigilation.
- To contribute to the overall work and ethos of North Halifax Grammar School.
- To respect the confidentiality of the Academy and its students

Principal Duties and Responsibilities

- To register and record student attendance at the start of lessons.
- To review cover work provided from the absent teacher in advance of lessons.
- To instruct students regarding the work left by their teacher.
- To promote inclusion and acceptance of all students in the classroom.
- To manage the classroom by:
 - enabling orderly entrance and exit of the classroom;
 - creating a calm and purposeful environment for students to work in;
 - providing necessary resources in the classroom including support in using basic ICT; and
 - leaving the classroom presentable and ready for the next lesson.
- To follow Academy systems and procedures on Behaviour for Learning and reporting any issues arising in line with procedure.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To be aware of any students' specific needs or vulnerabilities as identified in Edulink and OPPs.

Support for the School

- Support and actively promote the school’s vision of “**Living to Learn, Learning to Live**” in all aspects of work.
- Work collaboratively with all members of the school community to support students’ achievement and personal development.
- Undertake any other reasonable duties that contribute to the success of the school.

Person Specification

Assessed by Application (A), Interview (I), Lesson Observation (L), Task (T) & Reference (R)

Area		Essential	Desirable	Assessment
Qualifications	GCSE English and Maths at Grade 4 or C or above.	✓		A
	<ul style="list-style-type: none"> • Evidence of commitment to continuing professional development. • A willingness to develop new skills. 		✓	
Experience	<ul style="list-style-type: none"> • Experience of working in a school or academy. • Ability to lead pre-planned lessons in a supportive and purposeful environment. • Experience of building relationships with young people and encouraging the development of a ‘can do’ attitude. 	✓		A, I, L, T
	<ul style="list-style-type: none"> • Experience of working with students in a secondary and post 16 school environment. • Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs 		✓	A, L
Skills & Knowledge	<ul style="list-style-type: none"> • The ability to be calm and patient whilst working with students as a whole class or on a 1:1. • Good communication skills, both verbal and written. • The ability to react in a positive manner to difficult situations which may arise amongst students. 	✓		A, L

	<ul style="list-style-type: none"> • Excellent time management, organisational and administrative skills. • Confident use of IT. 	✓		
	<p>Confident in using SIMs/Edulink, google drive, google classroom. • Confident in using classroom equipment e.g. projectors. • Ability to encourage the inclusion of students with emotional, learning or behavioural difficulties in a school and classroom setting.</p>		✓	A, I
Personal Skills & Attributes	<ul style="list-style-type: none"> • Ability to work constructively as part of a team and as an individual. • Adaptable and flexible. • Able to prioritise and use initiative. • Professional and responsive attitude and behaviour towards colleagues, students and external agencies. • Ability to motivate and develop self. • A commitment to safeguarding and promoting the welfare of children and young people. • A commitment to the Academy Trust's vision, values, aims and its objectives. • A commitment to the Academy Trust's Respect Charter. • Understand and respect the principles of confidentiality 	✓		A, I, R