

Ashton Park School
Cover Supervisor Job Description



Hours	Part-time, 32.5 hours per week, Monday to Friday 8:30 - 15:30
Grade / Salary	NJC 13-15
Contract Type	Fixed Term, until 31 August 2026. Term-time plus 4 INSET days
Line Manager	Assistant Headteacher
Line Management	None
	<p>Main Purpose</p> <p>Teach and supervise classes or groups of students in the absence of their timetabled teacher to the highest possible standard in line with the school policies and expectations. Ensure students carry out the tasks set by the teacher with designated responsibility.</p> <p>Duties and Responsibilities</p> <p>1. <u>Organisation</u></p> <ul style="list-style-type: none"> • Teach the class in the absence of their timetabled teacher to the highest possible standard in line with the school policies and expectations. • Assist students in understanding the nature of the tasks set in order to minimise the effect of the teacher's absence upon the student's learning. • Assist the classroom teacher by effective selection and preparation of teaching resources that meet the diversity of students' needs and interests. • Keep the learning environment secure and endeavour to leave classrooms as found. • Act on behalf of the teacher in ensuring the health and safety of students in the classroom and equal and fair access to learning opportunities. • Use effective behaviour management strategies consistently in line with the school's policies and procedures. • Liaise with the relevant team member to receive instructions, clarify matters relating to cover work, receive information about specific students and understand specific usage of classrooms or resources. • The post holder may work with specialist groups in school including vulnerable children who may have learning, emotional and behavioural needs. • Provide direct learning support for individual students or groups of students, including those with Special Educational Needs, to achieve defined progression targets. • Support invigilation and assessment processes, recording, keeping and retrieving accurate records and following defined

	<p>procedures which achieves the attainment of standards in learning progress by the school required by the Head, the Local Authority and the Office for Standards in Education (OFSTED).</p> <ul style="list-style-type: none"> • Provide administrative support to staff as needed <p><u>2. Other Responsibilities</u></p> <ul style="list-style-type: none"> • The cover supervisor will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. • Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the cover supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher. <p>Notes: This job description may be amended at any time in consultation with the postholder.</p>
Further Information	Line Management
	<ul style="list-style-type: none"> • None
	Dimensions
	<p>Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.</p>
	Special Notes
	<p>Safeguarding</p> <ul style="list-style-type: none"> • Excalibur 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. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.

PERSON SPECIFICATION

Job Title:	Cover Supervisor
Location:	Ashton Park School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> Hold GCSE Grade C or above, or equivalent, in English & Maths 	<ul style="list-style-type: none"> Hold GCSE Grade C or above, or equivalent, in at least three other academic subjects or NVQ 3 in a relevant field
Experience	<ul style="list-style-type: none"> At least 1 year experience of working effectively in a learning / childcare setting At least 1 year experience of applying the regulations applicable to health & safety, hygiene, child welfare & protection. 	<ul style="list-style-type: none"> Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression Previous, varied experience of working with children in a range of educational settings (eg. Care, Development or School). Experience of working in a setting subject to Health & Safety, Hygiene, Child Welfare & Protection regulations
Skills and Knowledge	<ul style="list-style-type: none"> Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and carers from a variety of ages, abilities and backgrounds. Communication skills to promote and develop effective working with children, colleagues and carers/agencies at an appropriate level to achieve understanding and constructive response 	<ul style="list-style-type: none"> Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment Proven communication and interpersonal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues.
Personal Qualities	<ul style="list-style-type: none"> Aptitude to develop a knowledge of the role within an education environment Flexible, adaptable and positive attitude to working in a structured environment Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution 	<ul style="list-style-type: none"> Ability to plan, review and carry out duties without supervision

Annual Appraisal

All staff must complete an annual appraisal as part of their professional learning and development at the Excalibur Academies Trust

Probation period

All new members of staff will complete a probation period as per their induction process.

Pension

All support staff will be automatically enrolled into the LGPS Avon Pension scheme.

Scale point

All staff will begin their employment at the first scale point within their salary banding and reach annual increments until the reaching the maximum scale within their pay band.