



Job Description and Person Specification

Inclusive, Collaborative, Ambitious

Job Title	Cover Supervisor
Responsible to	Cover, Events & Trips Manager
Terms and Conditions	Hours of work: 32 hours per week, 39 weeks per year (term time + 1 week) Salary Scale: E

Core Responsibilities
<p>Responsible for:</p> <p>The supervision of whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover Supervisors will give instructions for the lesson, as provided by the teacher, and keep pupils on task while maintaining good order. Cover Supervisors can respond to general questions and provide general feedback to the teacher. The cover supervision role will normally include other activities and duties within the school when not required to cover a member of the teaching staff, including the covering of the student removal room and on call and general administrative duties. There may also be occasions where a longer staff absence might lead to the need for you to cover one or two classes for a longer period of time, though all efforts will be made to bring in an external specialist. If this was to happen lessons would be planned and resourced for you.</p> <p>Key Responsibilities:</p> <p>Support for Pupils & Students</p> <p>To supervise pupils and students when they are engaged in learning activities and deal with immediate problems and emergencies. Manage pupils' behaviour within the ethos and behavioural policies of the school and college. Set high expectations of conduct whilst acting as a role model. Respond to pupil & student queries on procedures while keeping pupils & students on task. Promote the inclusion and acceptance of all pupils & students within the classroom within the school & college's policies and procedures of equal opportunities.</p> <p>Support for Teachers</p> <p>Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of pupils / students. Collate and pass on completed work.</p>

Core Responsibilities

Maintain and pass on any appropriate records as agreed beforehand with the teacher.

Support for the School / College

Support the use of IT within the lesson as appropriate.

Understand and ensure appropriate organisation and use of the classroom, equipment and resources to ensure and contribute to a purposeful learning environment.

Be aware of and comply with policies and procedures relating to safeguarding, health & safety and security, behaviour, confidentiality and data protection, reporting all concerns to the appropriate staff member.

Assist with trips and visits as necessary.

Ensure all pupils & students have equal access to opportunities to learn and develop.

Other Responsibilities

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. This list of duties is not exhaustive and from time-to-time staff will be asked to undertake any other reasonable tasks in relation to their role.

- Work in a manner which supports the Trust's core values, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with all Trust policies and procedures and in accordance with the Staff Code of Conduct
- Undertake their duties in accordance with the Trust's Equality and Diversity Policy
- Abide by the Trust's policy on the confidentiality of data stored electronically and by other means in line with the Data Protection Act and General Data Protection Regulations.

Safeguarding, Health and Safety

- Undertake training and act as a First Aider for the School as required.
- Undertake their duties in accordance with Health and Safety at Work policies and procedures and take reasonable care of their own health and safety and any other person who may be affected by their acts or omissions at work in accordance with Health and Safety legislation.
- Cooperate with the Trust in so far as is necessary to enable it to comply with its duties under relevant Health and Safety legislation
- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. We will ensure that

Safeguarding, Health and Safety

all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

Continuing Professional Development

- Keep abreast of developments in their own area of expertise and undertake professional development opportunities where identified and approved, subject to funding, to ensure continued effective performance in the role

Key Areas of role	Specification	Essential	Desirable
Qualifications	<p>Educated to GCSE level with a minimum of Grade C or above in Maths and English or equivalent qualifications and a good standard of general education.</p> <p>Educated to degree level qualification or equivalent.</p> <p>Experience of working with young people in a school environment, with proven success in using teaching resources and supporting learners.</p>	<p>X</p> <p>X</p>	<p>X</p>
Skills, knowledge and aptitudes	<p>An understanding of what constitutes good teaching and learning in schools.</p> <p>Experience or desire to raise standards of achievement for pupils and students.</p> <p>Models politeness and good humour and demonstrates good listening skills.</p> <p>Ability to motivate pupils and students.</p> <p>Ability to communicate effectively with different audiences both orally and in writing.</p> <p>Well organised and able to maintain accurate records and track students' performance.</p> <p>Actively follows teaching and learning strategies promoted by the school.</p> <p>Ability to build positive relationships.</p> <p>Flexible approach to problem solving.</p> <p>Resilient and able to work under pressure.</p>	<p>X</p>	
Values	<p>Committed to inclusive education.</p> <p>A belief in the value of individuals and that every child genuinely matters.</p> <p>Works with integrity and professionalism.</p> <p>Recognises the importance of continued professional development.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.