



Bishop's Hatfield Girls' School

Job Description – Cover Supervisor

Job Title: Cover Supervisor

Date reviewed: November 2024

Salary grade: H4

Hours: 32.5 hours per week or pro-rata part-time. Term-time + one week / INSET days

Responsible to: Cover Manager

Purpose of the job:

The role is to provide Cover Supervision of lessons and morning registration in the temporary absence of a teacher. At times when no cover is required the individual will have other duties which may relate to supporting our SEND pupils, supporting our school library and/or administrative work.

Principal responsibilities:

- Supervise work that has been set by a teacher.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment.
- Respond to any questions from pupils about the process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect completed work after the lesson and pass it to the appropriate teacher. Report, as appropriate, using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
- Supervise pupils outside the classroom such as during break, lunch time or in the library.
- Apply Actions & Consequences as required and ensure incidents are recorded and followed up as appropriate.

Other work may include -

- Teacher and pupil support - to work with classroom teachers during lessons to support individuals or groups of children in reading, writing, practical work, understanding and completing work.
- Support for pupil welfare - to support individual children to maintain a positive attitude to school and with organisation of books, equipment, homework, etc
- Administration - to maintain records, attend meetings, provide assistance in stock and equipment matters, photocopying, filing and general auxiliary duties as required
- Supervising pupils on school trips and local visits.

Other

- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- Participate in the school's arrangements for the professional development of staff, including identification of needs and training to meet those needs.
- Actively support the positive ethos, atmosphere and aims of the school.
- Support whole school activities and events.

Equalities

Be aware of and support difference and ensure that all pupils have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to the appropriate person.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Additional Information

The jobholder is required to contribute to and support the overall aims and the ethos of the school.

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

All staff are required to participate in training and other learning activities and in performance appraisal, as required by the school's policies and practices. The additional working week for INSET and key school events/activities will be determined by the school calendar or as directed by the line manager.

This job description is current at the date shown and may change if any further re-structuring takes place. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The above list of duties may change from time to time and the job holder is expected to undertake any other duties as reasonably requested by the Business Leader.

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Person Specification

COVER SUPERVISOR

The below is not an exhaustive list, and it is not essential to have detailed experience or expertise in every area. Most importantly we are looking for candidates who are able to support our vision and values and are keen to learn and develop themselves.

Knowledge and Experience

Successful recent working experience with children of relevant age
Wide general knowledge
Educated to A level or equivalent (minimum) with GCSE in English and Maths
Understanding of relevant policies/codes of practice/ legislation or willingness to learn
Teaching English to beginners (TEFL) or willingness to learn
Experience of working with children with medical conditions

Skills and abilities

High levels of literacy and numeracy
Confidence to supervise classes of secondary age pupils
Self-motivated and able to work independently, managing time effectively
Good time management
Good ICT skills for own work and to support pupils
Excellent communication skills (verbal and in writing)
Ability to apply behaviour management policies and strategies, which contribute to a purposeful learning environment
Basic knowledge of First Aid or willingness to learn
Build rapport with adults and children
Work calmly under pressure and be flexible
Follow instructions accurately
Motivate, inspire and have high expectations of pupils
Adaptable to changing circumstances/ situations
General administration skills
A willingness be trained to drive the school minibus is desirable