



Cover Supervisor

Job Description and Person Specification

Contract Type:	Permanent
Salary:	Band 5 S17 £28,793 - £30,730 per annum (Actual salary for 44 weeks per year) Inner London
School:	Haberdashers' Hatcham College
Location:	Pepys Road, London SE14 5SF
Hours per week:	35
Accountable to:	Cover Manager

Job Purpose

We are seeking to appoint an enthusiastic, dedicated and experienced Cover Supervisor to ensure a high-quality of teaching and learning is maintained, when lessons require cover. You will be essential in creating a positive learning environment by following the College's behaviour policies and making sure lessons run smoothly, working with staff to avoid disruptions and maintain the quality of education.

Key Responsibilities of Role

Teaching and Learning

- Supervise students in the absence of their regular teacher, ensuring that planned lessons are delivered effectively.
- Follow lesson plans and instructions provided by teaching staff.
- Support students in completing classwork, assignments and learning activities.
- Maintain a positive and purposeful learning environment that enables students to make progress.
- Provide appropriate clarification and support to students while ensuring that learning objectives are met.
- Encourage students to develop independent learning skills and take responsibility for their work.
- Identify students who may require additional support and communicate concerns to the appropriate member of staff.

Curriculum and Lesson Planning

- Deliver pre-prepared lesson materials and activities in accordance with the school's curriculum and departmental expectations.
- Familiarise yourself with lesson plans, learning objectives, resources and relevant instructions before lessons.
- Ensure that curriculum content and learning activities are followed consistently during staff absence.

- Adapt the delivery of planned activities where appropriate to meet the needs of the class, while maintaining the intended learning outcomes.
- Ensure that students have access to the appropriate learning resources and materials.
- Provide feedback to the absent teacher regarding lesson progress and any issues arising.

Classroom Management and Behaviour

- Establish and maintain high standards of behaviour, attendance, punctuality and engagement.
- Implement the school's behaviour management and classroom procedures consistently.
- Deal calmly and appropriately with challenging behaviour, following school policies and escalation procedures.
- Promote respectful relationships and a safe, inclusive and supportive classroom environment.
- Monitor student behaviour and intervene promptly when necessary.
- Record and report significant behavioural incidents in accordance with school procedures.

Student Support and Pastoral Care

- Build positive and professional relationships with students while maintaining appropriate boundaries.
- Support the wellbeing, safeguarding and individual needs of students.
- Be alert to concerns relating to student welfare and report them promptly through the school's safeguarding procedures.
- Provide appropriate support to students with additional learning needs, following guidance from teaching and support staff.
- Promote equality, diversity and inclusion within the classroom and wider school environment.

Assessment, Monitoring and Feedback

- Monitor student engagement, participation and completion of assigned work.
- Check that students are completing tasks to an appropriate standard.
- Provide constructive feedback where appropriate.
- Maintain accurate records of work completed, attendance and any relevant issues.
- Report concerns regarding student progress or engagement to the relevant teacher or line manager.

Communication and Collaboration

- Work closely with teachers, Heads of Department, pastoral staff, SENCO/SEND staff and other colleagues.
- Communicate effectively with staff regarding lesson delivery, student progress, behaviour and any concerns.
- Ensure that relevant information is passed on to the absent teacher following lessons.
- Attend relevant meetings, briefings and training sessions as required.
- Contribute positively to the wider work and ethos of the school.

Safeguarding and Student Welfare

- Promote and safeguard the welfare of all students in accordance with school policies and statutory requirements.
- Follow the school's safeguarding, child protection, health and safety and emergency procedures.
- Report safeguarding concerns immediately to the designated safeguarding lead or appropriate member of staff.
- Maintain professional boundaries and appropriate conduct when working with students.
- Support a culture in which students feel safe, respected and able to learn.

Administration and Organisation

- Register students accurately and follow attendance procedures.
- Maintain an organised and orderly classroom environment.
- Ensure classrooms and resources are left ready for the next lesson.
- Complete required records, reports and administrative tasks relating to cover lessons.
- Collect and distribute learning materials as required.
- Support the effective day-to-day operation of the school as directed by senior staff.

Other responsibilities

- Assist the HoD with any necessary administrative tasks that support the daily running of the department
- Work collaboratively with the other academies and colleagues within the Trust.
- Take responsibility for your own professional development in discussion with your Line Manager
- To participate in INSET and to initiate change where appropriate
- Support positive behaviour taking into account the personal, social and emotional needs of students.
- Establish and maintain a positive regard towards both students and staff, promoting equality and diversity.
- Be aware of and support difference to help ensure everyone else has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background. General
- To work within the school framework with regard to Health and Safety
- To promote equal opportunities in the school
- To promote the ethos of the Trust / school
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team

Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References (R)
Education & Qualifications	- GCSE Maths and English Grade C or above (or equivalent) - Excellent written and verbal communication skills - Good IT skills	Educated to degree standard	A, A, I, AS,
Knowledge & Experience	- Experience working with young people, ideally in an educational setting or similar environment. - A good understanding of classroom management techniques and the ability to maintain a positive and focused learning environment. - A commitment to promoting the welfare of children. - Experience of using IT systems for administrative tasks, such as taking attendance and reporting concerns.	- Knowledge of safeguarding procedures - Familiarity with school policies, including behaviour management, health and safety, and equal opportunities.	AP, I, R AP, I, R AP, I, R AP, I, R
Personal Qualities	- Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them - Belief in equality and opportunity for all, ensuring that all staff feel included and listened to - Proactive and positive approach to finding solutions. Resilient in face of challenges - Highly flexible and adaptable, willing to respond to evolving need - High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging		A, I, AS, R A, I, AS, R A, I, AS, R A, I, AS, R A, I, AS, R A, I, AS, R A, I, AS, R

	with a range of stakeholders successfully • Commitment to collaborative working and driven to achieve team goals • High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short • Commitment to safeguarding and promoting the welfare of children and young people • Determination and resilience • High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully • Commitment to collaborative working • High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short • Commitment to safeguarding and promoting the welfare of children and young people		A, I, AS, R A, I, AS, R A, I, AS, R A, I, AS, R A, I, AS, R A, I, AS, R A, I, AS, R A, I, AS, R
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Staff Development

We value our people. Professional learning is central to our success, and as a new employee, you will receive support from the Senior Directors of People and Professional Learning, alongside your line manager, to help you reach your full potential.