

Job Description: Cover Supervisor



Title of Post	Cover Supervisor
Grade and SCP	Grade 7, Point 12–17
Hours/Working Weeks	13 hours per week, working Thursday and Friday from 8.30am to 3.30pm. Term time only, plus 2 PD days per year
Post Status	Permanent
Accountable To	Deputy Headteacher

Main Purpose

- To supervise whole classes during planned days or unplanned sickness absence and deliver pre-prepared activities as and when required by the Headteacher.
- To work under the guidance of class teachers in the planning and implementation of work programmes with individuals, groups of pupils, or whole classes to promote effective teaching and learning, providing general support to teachers in the management and organisation of pupils and the classroom.
- To assist teachers in creating and maintaining a purposeful, orderly and supportive learning environment, promoting the inclusion of all pupils and ensuring they have equal opportunities to learn and develop.

Key Responsibilities

Support for Pupils

- To develop positive working relationships with pupils, acting as a role model and setting high expectations.
- To support pupils' learning in the most effective way.
- To meet their personal needs whilst encouraging independence.
- To support pupils with special educational needs through the delivery of specific learning programmes planned by, and delivered under the direction of, the teacher.
- To contribute to Individual Education Plan (IEP) target setting and reviews.
- To encourage pupils to interact and work cooperatively, ensuring that all pupils are fully engaged in activities.

- To undertake gate duties before and after school to ensure pupil safety and support school entry and exit procedures.

Support for the Teacher

- In the short-term unplanned absence of teachers, to deliver pre-prepared activities and provide continuity of learning for pupils.
- As required, to prepare classrooms and outdoor learning areas for lessons, ensuring that resources and equipment are available and cleared away appropriately at the end of lessons.
- To support classroom displays following consultation with the teacher.
- To administer and mark routine tests in accordance with the school's marking policy.

Support for the School

- When not deployed to cover classes, to take responsibility for maintaining the school library, its resources and supervision when required, including during breaktimes, lunchtimes and after school.
- To comply with policies and procedures relating to safeguarding, health and safety, security, SEND/Inclusion and data protection, reporting concerns to the appropriate person.
- To attend relevant meetings and participate in training and professional development as required.
- To support pupils' emotional and social development by encouraging and modelling positive behaviour in line with school policy.
- To accompany teaching staff and pupils on educational visits and activities within contracted hours, taking responsibility for pupils as required.
- To support the pastoral care of pupils, including assisting those who are unwell, distressed or unsettled. To assist in the training and development of staff as identified by the Headteacher.
- To adhere to health and safety procedures, including risk assessment and safety systems, and to support the school's equality and diversity policies.

Support for the Curriculum

- As directed by the class teacher assist in the development of basic Literacy, Numeracy and ICT skills and support the use of these learning activities.
- To help adapt and plan the resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

Professional Development

- Engage in ongoing professional development to maintain and extend knowledge and skills relevant to working with pupils.
- Reflect on your own practice and contribute to a culture of continuous improvement.

Other Responsibilities

- Responsibility for safeguarding and promoting the welfare of children at all times.

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school's policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the school and Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, training and learning activities as required.

The postholder may be required to undertake any other duties commensurate with the grade and responsibilities of the post. Whilst every effort has been made to explain the main duties and responsibilities, not every individual task undertaken can be identified in advance.

This job description is subject to review and may be amended in consultation with the postholder at any time. An annual review of the job description and allocation of responsibilities will take place as part of the agreed performance management arrangements.



Person Specification: Cover Supervisor



EDUCATION
TRUST

	Essential	Desirable
Qualifications	• Good standard of education including GCSE English and Maths (Grade C/4 or above) or equivalent • HLTA status or willingness to work towards it	• Level 3 or above qualification in Supporting Teaching and Learning or equivalent • Teaching qualification
Work or Relevant Experience:	• Experience of working with children or young people in an educational setting • Experience of supporting or leading small group learning activities • Experience of working as part of a team • Experience of record keeping and contributing to pupil progress monitoring	• Experience of delivering specialist interventions • Experience of working within a secondary school environment
Skills/Knowledge	• Ability to plan and adapt learning activities to meet individual pupils' needs • Excellent organisational and time management skills • Good ICT skills and ability to use relevant software and systems	• Knowledge of positive behaviour support strategies

Personal Attributes	• Excellent communication skills, both verbal and written • Ability to relate well to children, young people and adults • Flexibility, reliability and a positive, can-do attitude • Initiative, enthusiasm and commitment to improving outcomes for pupils • Ability to maintain confidentiality at all times • Commitment to inclusive education and high aspirations for all pupils	
Special Conditions	• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check • Understanding of the importance of safeguarding and promoting the welfare of children	