

|                              |   |
|------------------------------|---|
| <b>Job Title:</b>            | Cover Supervisor                        |
| <b>Responsible to:</b>       | Executive Headteacher                   |
| <b>Terms and Conditions:</b> | 16 hours per week<br>Term-time + 1 week |

## Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

## Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

## Core Purpose

To supervise whole classes to cover PPA and 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 students on task while maintaining good order.

Cover supervisors can respond to general questions and provide general feedback to the teacher. The cover supervision role may include other activities, i.e., school trips.

## Key Areas of Responsibility

### Support for Pupils

- Supervise pupils while 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.
- Set high expectations of conduct whilst acting as a role model.
- Respond to pupil queries on procedures while keeping them on task.
- Promote the inclusion and acceptance of all pupils within the classroom within the school's policies and procedures of equal opportunities.
- Forming positive relations with parents/carers by communicating effectively with home when necessary.

### Support for teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of pupils.
- Collect and pass on any completed work.
- Maintain and pass on any appropriate records as agreed beforehand with the teacher.
- Provide support and assistance to teaching staff during termly assessment and End of Key Stage 2 tests.

### **Support for the Curriculum**

- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of pupils.
- Collect and pass on any completed work.
- Maintain and pass on any appropriate records as agreed beforehand with the teacher.
- Provide support and assistance to teaching staff during termly assessment and End of Key Stage 2 tests.

### **Support for the School**

- Accompany groups of pupils on school trips ensuring their health and safety (to be at discretion of lead teacher).
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.

Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Executive Headteacher/Head of School.

## **Safeguarding**

- Respect confidential issues and keep confidence as appropriate.
- To keep up to date with the School procedures for safeguarding and child protection, reporting any concerns to senior designated person.

## **Health and Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

## **Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

## Role Profile & Person Specification



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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 role profile.

Employees are expected to be courteous to colleagues and pupils, providing a welcoming environment to visitors and telephone callers.

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

# Role Profile & Person Specification



## Person Specification

|                            | Essential  | Desirable   |
|----------------------------|--|---|
| <b>Personal Attributes</b> | <ul style="list-style-type: none"> <li>• Relational</li> <li>• Self-aware</li> <li>• Curious</li> <li>• Accepting</li> <li>• Empathetic</li> <li>• Reflective</li> </ul>   |   |
| <b>Qualifications</b>      | GCSE pass in English & Maths   | <p>Good Literacy and Numeracy skills and to NVQ 2 level is highly desirable;</p> <p>Good general level of education and to NVQ 3 level is highly desirable.</p> |
| <b>Experience</b>          | Experience of working in a support capacity in a school with pupils of relevant age or in an appropriate learning environment.   |   |
| <b>Skills/Knowledge</b>    | <p>Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment;</p> <p>Ability to encourage pupils to learn using pre-set materials;</p> <p>Ability to undertake varied duties;</p> <p>Ability to work under direction of different people and as part of a team;</p> <p>Good communication skills with people at all levels;</p> <p>Ability to gain respect of pupils through manner of confidence and authority;</p> <p>Able to organise own workload in the context of varied tasks;</p> <p>Able to work calmly under pressure;</p> <p>Ability to critically evaluate own performance and make any necessary changes to be more effective.</p> | Working knowledge and skills of ICT to support learning (highly desirable).   |

Role Profile &  
Person Specification

