

Job Description and Person Specification

Role	Cover Supervisor
Grade and Range:	NJC Grade 3 (Points 5-7)
Accountable to:	Senior Leadership Team

Position Overview

To provide classroom supervision for pupils during teacher PPA and absence ensuring a safe and productive learning environment. Support school operations when not covering lessons.

Main Duties

- Supervise pupils on work set in accordance with school policy.
- Manage classroom behaviour effectively.
- Collect and return completed work.
- Record attendance and report issues.
- Assist with exam invigilation.
- Undertake administrative tasks when not covering lessons.

General Duties

- Comply with school policies and procedures.
- Support equality and ensure all pupils have access to learning opportunities.
- Contribute to the overall ethos and aims of the school.
- Ensure safe organisation of learning activities and teaching spaces.
- Attend and participate in meetings and training as required.
- Maintain confidentiality regarding pupil and school matters.
- Undertake any other duties reasonably regarded as within the nature of the role and grade.
- Promote and safeguard the welfare of children and young people at all times.
- Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Central Team.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the Central Team and schools.

Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Qualifications		
A good standard of secondary education to GCSE level of equivalent As a minimum: GCSE English and Maths (Grade C/4 or above)	AF	
A good standard of literacy and numeracy	AF/AST	
Experience		
Working in or have worked in education/school environment		AF
Ability to manage classroom behaviour effectively	I/AST	
Working as part of a team	I	
Experience of prioritising workload, time management and conflicting priorities	I	
Experience of handling sensitive information with a high level of professionalism and the highest levels of confidentiality	I	
Behaviours		
Excellent communicator	I	
Professional and approachable	I	
Ability to problem-solve as part of a team or working alone	I	
Confident at following through on tasks and resolving enquiries	I	
Proactive and Positive attitude	I	
Demonstrates resilience	I	
Can work collaboratively with others and develop good working relationships	I	
Skills		
Excellent verbal communication skills	I	
Excellent written communication skills	AF/AST	
Excellent planning and organisation skills	I/AST	
Good level of IT skills including Outlook and MS Office	AF/I	
Experience of using school IT systems e.g. Arbor		AF
Attributes		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves	I	
Committed to own continuing professional development		AF/I
Committed to putting children's education first	I	
Other		
Occasional work outside normal working hours - prior notice given		I
Commitment to get stuck in with Partnership and Trust wide activities		I