

# Job Description – Cover Supervisor

**Salary:** Grade NJC 7-12

**Working Time:** 35 hrs p/wk, term time only plus 3 inset days

**Job Purpose:**

To provide effective short-term absence cover for Teachers undertaking PPA, medical appointments or CPD events.

**Designation of post and position within departmental structure:**

No line management responsibility

Line Manager – Vice Principal

**Main duties and responsibilities:**

- To arrange the cover of lessons of teachers absent on a daily basis.
- To undertake training in classroom management on appointment and update as appropriate.
- To provide classroom management to classes in the absence of a teaching member of staff.
- To create an orderly and purposeful environment in which students can complete work set by the classroom teacher and then returning the work to teacher or Head of Department.
- To make use of the school disciplinary and reward systems.
- Dealing with any immediate problems or emergencies according to school policy and procedures
- To support a department with administrative duties and individual or small group student support when not required for cover during the working day.
- To liaise with a Pastoral Support Officer to assist with behaviour management.
- To invigilate internal and external examinations and to accompany visits when required.
- Any other reasonable task requested by the Headteacher.

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 are expected to be courteous to colleagues and provide a welcoming environment to 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. 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.

All non-teaching employees are subject to a probationary period of six months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

*This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.*

Signed: .....

Date: .....

## PERSON SPECIFICATION – COVER SUPERVISOR

Criteria	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Good general education</li> <li>• Attendance at school based Induction Training</li> <li>• Willingness to attend and participate in support staff introductory training esp Child Protection, Behaviour management, inclusion, SEN and Disabilities and Risk &amp; Reflection</li> <li>• Willing to attend Level 1 Child Protection Training</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified First Aider</li> </ul>
<b>Competence Summary (Knowledge, abilities, skills, experience)</b>	<ul style="list-style-type: none"> <li>• Once trained, be able to use a range of strategies to deal with classroom behaviour and individual behavioural needs</li> </ul>	<ul style="list-style-type: none"> <li>• Worked in a classroom with young people.</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Actively enjoys working with children, has empathy and is sympathetic to their needs</li> <li>• Professionally discreet and able to respect confidentiality</li> <li>• Flexible approach to tasks</li> <li>• Firm, sensitive and effective approach towards pupil discipline</li> <li>• Confident and able to use own Initiative</li> </ul>	
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• Calm and confident in a classroom environment</li> <li>• Assertive, firm and fair</li> <li>• Patient and resilient</li> <li>• Have a sense of humour</li> </ul>	