



JOB DESCRIPTION

Title:	Cover Supervisor
Grade and Salary:	LS Grade 7 points 11-14
Contract:	Permanent, part-time (31.25 x 39wk) under Local Government Terms and Conditions
Working Hours:	Monday - Friday between 8:15 am - 3:00 pm
Responsible To:	Cover Manager
Job Purpose:	The Cover Supervisor is an experienced classroom practitioner who is appointed to, in the absence of a class teacher, deliver a pre-prepared lesson ensuring that in doing so the students development is continued and maintained.

The Cover Supervisor must demonstrate sufficient knowledge and understanding to be able to help the students they work with make progress with their learning.

Appropriate Tasks/Responsibilities

1. Core Activities:

- In the absence of a teacher provide supervision of a class of students.
- Be solely responsible for a class of students during lesson time.
- Liaise with teachers and/or pastoral care staff with regard to the work set for a class.
- Communicate the work set by the class teacher to the students.
- Respond to any questions from students about process and procedures.
- Motivating students to complete their tasks.
- Deal with any immediate problems or emergencies according to the School's policies and procedures;
- Classroom management and organisation including implementing an effective behaviour policy, reporting back as appropriate using the School's agreed referral procedures in the behaviour of students during the class, and any issues arising.
- Provide necessary support to students which may include literacy, numeracy or organisational skills.
- Ensure the health, safety and welfare of students supervised.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- The invigilation of examinations.
- Accompany teaching staff and students on educational visits.

- Assisting in the delivery of pastoral/academic support to students, including contact with parents.
- Establishing productive working relationships with students acting as a role model.
- Provide support for distressed students – mentoring and counselling.
- Have regard to pastoral support programmes.
- Playing a role in managing the effective reintegration of those students who have been absent.
- Encouraging attendance.
- Supporting students who find it difficult to adhere to the School's Code of Conduct.
- Monitoring late comers and applying sanctions in line with School Policy.
- When not required in a Cover Supervisory role the postholder will be available as part of the Learning Support Team providing in-class support for students.

2. Support the School by:

- Being aware of, and upholding the School's policies and procedures, and when appropriate contribute to the development of them.
- Being aware of confidentiality issues linked to home/student/teacher/school work and to keep confidences as appropriate.
- Participating in appropriate School-based meetings and training activities.
- In accordance with the School's guidance and policies provide comfort and immediate care in case of minor accident and upsets – reporting serious problems to the appropriate person for action.
- Undertake any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

General Duties and Responsibilities

- To promote the vision of Iveshead School
- Support effective safeguarding of all young people throughout the school
- To take part in personal professional development activities
- Adhere to School policies and procedures e.g. Equality and Diversity; Health & Safety
- To cover for absent staff
- To contribute to the general organisation of the School
- To work flexibly and respond to School needs as requested by members of Senior Leadership Team or the designated representative



PERSON SPECIFICATION

Cover Supervisor

The Person Specification lists the qualities that we are looking for in a successful candidate. We will be using evidence from your letter of application, application form and interview to enable us to make a judgement of these qualities.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> a relevant qualification at level 3 of the National Qualifications Framework. Level 2 qualifications in maths/numeracy and English/literacy 	<ul style="list-style-type: none"> experience of working in a similar role further study
Experience	<ul style="list-style-type: none"> experience of working with students in a formal setting without immediate supervision. 	
School Ethos	<ul style="list-style-type: none"> an ability to defuse situations and handle crises an understanding of the part students can play in the achievement of others 	<ul style="list-style-type: none"> an understanding of the spiritual, moral, social and cultural aspects of others
Relationships	<ul style="list-style-type: none"> an ability to relate well to young people and adults 	
Management	<ul style="list-style-type: none"> ability to plan and prioritise own work within established routines, referring only complex issues to Manager 	
Personal Skills	<ul style="list-style-type: none"> good personal organization self motivation an ability to cope with reasonable pressure an ability to meet deadlines an ability to use initiative 	<ul style="list-style-type: none"> interests out of school