

Job Description

Job Title	Senior Cover Supervisor
Grade	F
Responsible To	Vice Principal / Principal
Staff Managed	Cover Supervisors
Job Family	Teaching Assistants
Job Purpose	To manage planned absence requests and day-to-day absences of teaching and support staff. To provide short term cover for absent teaching staff, allocating pre-prepared work, keeping students on task and managing the behaviour of students during lessons. The role does not involve planning, preparing, delivering lessons or assessing and reporting on the development progress and attainment of students
Job Context	Cover should only be used for short term absence. Short term absence occurs when individuals have a number of absences in relative short spells of time. Longer term absence (maternity leave, long term sick leave) should be covered by a teacher.
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> ● Supervise pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning ● Provide support and encouragement to students, and manage classroom organisation during the cover lesson ● Manage the behaviour of students through the implementation of the school behaviour policy and practices, and encourage students to take responsibility for their own behaviour ● Collect any completed work at the end of the lesson and return it to the appropriate person
Communications	<ul style="list-style-type: none"> ● Establish rapport and respectful, trusting relationships and communicate effectively with students ● Communicate student work as set out by the classroom teacher ● Report back as appropriate using agreed referral procedure on the behaviour of the class
Safeguarding	<ul style="list-style-type: none"> ● To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate ● Assist students with personal hygiene, first aid and welfare, including physical and medical needs, whilst encouraging independence (<i>Upon agreement with postholder</i>)
Administration / Other	<ul style="list-style-type: none"> ● Check all invoices from supply agencies are accurate and in order before being submitted to finance for payment ● Create and keep updated a supply pack for all agency staff. ● Organise the rota for daily cover using the record of absences collated in the school diary ● Log the absences of teaching and support staff to support absence management procedures ● Complete return to work paperwork to enable return to work meetings to take place ● Prepare the classroom/ resources for lessons, ensuring that resources are cleared away at the end ● Undertake administration and any other duties that might be reasonably required commensurate with the grade of the post ● Supervise students and provide access arrangements for students sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations ● Participate in the school's procedures for appraisal, training and other learning activities
People Management	<ul style="list-style-type: none"> ● Line management responsibility for cover supervisors, including allocation and checking of work, authorisation of timesheets, identifying and coordinating relevant training and development ● Support the recruitment process for cover supervisors

	<ul style="list-style-type: none"> • Carry out the Performance Management of the cover supervisors • Point of contact for agency cover staff
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Senior Cover Supervisor	
Grade	F	
Responsible To	Vice Principal / Principal	
Staff Managed	Cover Supervisors	
Job Family	Teaching Assistants	
	Essential	Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> Understanding of classroom roles and responsibilities 	<ul style="list-style-type: none"> Good understanding of child/young people's development and learning processes Working knowledge of relevant policies and legislation e.g. child protection and health & safety Knowledge of behaviour management techniques 	
Experience		
<ul style="list-style-type: none"> Experience of working with students of a relevant age in an education environment Managing student behaviour 	<ul style="list-style-type: none"> Invigilating internal and external examinations 	
Occupational Skills		
<ul style="list-style-type: none"> Good written and verbal communication skills: able to communicate effectively with all children, young people, families and carers Good numeracy / literacy skills Demonstrable ICT skills 		
Qualifications		
<ul style="list-style-type: none"> Level 2 qualification or equivalent 	<ul style="list-style-type: none"> Childcare or supporting learning qualification at Level 2 (or equivalent) Appropriate first aid training (<i>dependant on the school's needs</i>) 	
Other Requirements		
<ul style="list-style-type: none"> Enhanced DBS Clearance Ability to work successfully in a team Willing to learn and develop new skills Confidentiality To be committed to the school's policies and ethos To be committed to Continuing Professional Development Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours and attitudes Ability to use authority and maintaining discipline 		