

Job Title	Cover Supervisor
Grade:	7
Responsible to:	Headteacher and Senior Leadership Team
Key Relationships:	Teachers, Other classroom support staff, SENCO
Job Purpose:	To provide supervision of classes across the curriculum in the event of the absence (planned or unplanned) of the teacher (including to cover PPA), ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment.

Main Duties and Responsibilities:

1. In the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in learning activity that has been set by a teacher.
2. To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school policy.
3. To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills.
4. To liaise with teachers / other relevant staff with regard to work set for a class, and ensure you are suitable equipped and informed to be able to effectively supervise the assigned lesson.
5. To feedback to the class teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered lesson(s).
6. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
7. To contribute to the development and review of relevant policies (e.g. Behaviour Management, etc).
8. To assist in the evaluation of the impact of covered lessons on pupils and throughout the school.
9. To undertake pupil registration of a class, as required.
10. To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
11. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.

12. To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
13. To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment.
14. To undertake administrative duties relevant to the role.
15. When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled/ qualified.
16. To undertake lunchtime supervision duties as and when appropriate.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- b) Expenses will be paid in accordance with the Local Conditions of Service.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Learn Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

	Essential	Desirable	How Assessed
Qualifications <ul style="list-style-type: none"> NVQ 3 in Supporting Teaching and Learning, or equivalent, OR Able to demonstrate the ability to meet the STL Level 3 National Occupational Standards relevant to this post. <ul style="list-style-type: none"> Qualified as a Level 2 (or above) Early Years Practitioner (as defined by the Department of Education on the Early Years qualification checklist) Level 2 qualifications in maths/numeracy and English/literacy OR Able to demonstrate competency in literacy and numeracy equivalent to level 2.	✓		App/Doc
	✓		App/Doc
	✓		App/Doc
Experience <ul style="list-style-type: none"> Experience of supporting planning, evaluation and delivery of learning activities for children and young people in a formal setting. Experience of first level line management. 		✓	App/Int/ Ref
		✓	App/Int/ Ref
Knowledge <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures and their application in a school/college setting. 	✓		App/Int/Ref
Skills/Attributes <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Empathy with children and young people. Ability to effectively manage pupil behaviour in accordance with school/college policy and procedure. Ability to work effectively as part of a team. 	✓		App/Int
	✓		Int/Ref
	✓		Int/Ref
	✓		Int/Ref
	✓		Int/Ref
General Circumstances <ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓		App/Ref/Med
Factors not already covered <ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. 	✓		Int

Key for Person Specification:

App = Application

Form Test = Test

Int-Interview

Pre-Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)