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**JOB DESCRIPTION**

**JOB TITLE: Cover Supervisor**

**LOCATION: St Thomas of Canterbury Catholic Primary, Grays.**

**REPORTS TO:**

**SUPERVISES: Not Applicable**

**BAND: CCT Thurrock Pay Range – Band 4**

**JOB PURPOSE:** Required to cover lessons during the short- term absence of the normal teacher who will have usually set suitable work for the duration.

At a very basic level the role of the Cover Supervisor is to supervise the class whilst they complete tasks set by the teacher. This requires no active teaching, marking, planning, etc. Cover Supervision does not involve carrying out ‘specified work’ as outlined in the Education (Specified Work and Registration) (England) Regulations 2003 and accompanying guidance.

However, at St Thomas of Canterbury Catholic Primary School, the role of Cover Supervisor has been developed beyond the basic description above.

**PRINCIPLE ACCOUNTABILITIES**

Cover Supervisors will be required to manage groups of around 30 students independently and to appropriately deliver the work set to a high standard, answering any questions to the best of their ability that students may have surrounding the tasks set.

You will be expected to:

* Deliver lessons, primarily to EYFS and KS1 and Lower KS2 children (4 – 9), where planned lessons have usually been left, to a high standard with limited preparation time and, on occasion, short notice
* Manage the behaviour of students effectively, putting an end to any unacceptable behaviour before it escalates
* Provide students with a positive learning environment so as to aid student progress
* Deal with any issues, whether behavioural or otherwise, in the appropriate manner
* Collect work at the end of the lesson and acknowledge that you have seen it according to the school’s system
* Be able to resolve any problems/queries with cover, speak with other staff members or provide additional tasks yourself, of suitable quality
* Evacuate your class from the building during a fire alarm and take students to the area designated.

On occasions when cover is light Cover Supervisors may also be required to carry out the following tasks:

* Work as an additional Teaching Assistant across EYFS KS1 and KS2
* Complete at least 3 detailed observations of teachers throughout the school year
* Carry out suitable administrative tasks

**YOUR ATTRIBUTES**

The role of Cover Supervisor is challenging, and whilst previous experience is not necessary, it is vital that anyone thinking of applying for this position possesses the following qualities:

* A recognised competence in literacy and/or numeracy (NVQ level 3 or equivalent)
* Be able to think on your feet, react quickly and effectively to potential situations and use your initiative on a continuous basis
* Ability to use ICT effectively to support learning
* Ability to use ICT effectively to assist in organisation
* Communicate confidently and effectively with students and other members of staff
* Control classroom behaviour, preventing any accidents or misbehaviour where possible by using a range of behaviour management strategies for which training will be available
* Be patient, calm and work well under pressure
* Have a good level of health and fitness to be able to cover PE lessons if required
* Relate well to students, creating rapport and helping to raise the positive profile of Cover Supervisors within the classroom
* Enjoy a varied and constantly changing routine
* Listen to instructions which may be delivered briefly and at speed, taking on new information quickly. Additionally, to listen to students, particularly if they come to you with a problem

**(NB** further information regarding child protection issues will be provided upon joining the team)

* Be able to complete reports such as incident report form, behaviour diary, progress report, etc, maintaining appropriate levels of confidentiality

In addition, all Cover Supervisors should have a good understanding of SEN and G&T characteristics, knowing how to provide the best help and understanding for those with special needs, and challenging the minds of gifted and talented. A broad awareness and understanding of medical conditions such as asthma, epilepsy, etc, and a basic knowledge of first aid is also helpful. Training is available.

**CLASSROOM EXPECTATIONS**

**You:**

* Behave in a responsible, sensible and professional manner at all times whether in or out of lessons
* Treat misbehaviour in the same way as the normal teacher would
* Deliver cover to the best of your ability with due awareness of health and safety procedures; take direct responsibility for pupils’ safety as you work without the direct supervision of the classroom teacher when providing cover, either for short term absence or as a planned approach to PPA time
* Communicate effectively with students, staff and the rest of the team
* Do not leave the school premises during lesson time, unless you have a specific reason and it has been agreed by the head in advance
* Never carry out any personal work during a cover lesson

**Your cover work:**

* If you do not feel comfortable delivering particular work set for a lesson, whether due to personal beliefs or due to a lesson’s sensitive content, you should seek further advice from your line manager

**Your students:**

* Students and staff should treat you in the same way as they would any other teacher
* Do not accept any misbehaviour or failure to do the work set just because the normal teacher is absent

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above, which is considered to be appropriate to the existing level of responsibility vested in the post.

**KEY CORPORATE ACCOUNTABILITIES**

To actively promote the Trust’s Equality and Diversity Policy and observe the standard of conduct which prevents discrimination taking place

To fully comply with the Health and safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above