



## **JOB DESCRIPTION – Cover Supervisor**

**Responsible to:** Vice Principal

**Hours:** 37 per week, term time only

**Grade:** Band 3 (Point 21-25)

**Purpose of Job:** To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task. Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development). Cover Supervisors will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.

### **Duties and Responsibilities**

#### **Support for Students**

- Supervise students engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all students within the classroom
- Keep students on task and respond to general queries

#### **Support for Teachers**

- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

#### **Support for the Curriculum**

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

#### **Support for the Academy**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Attend relevant Academy meetings as required
- To respect confidentiality at all times
- When not engaged in cover supervision, provide administrative support to faculties

## **Person Specification – Cover Supervisor**

### **Experience**

- Successful recent experience working with children of relevant age

### **Qualifications**

- A level or Level 3 equivalent in English and Maths
- Degree desirable
- Induction training for teaching assistants – desirable but not essential as training will be provided

### **Knowledge and Skills**

- Basic knowledge of first aid desirable
- Understanding of relevant Educational policies/codes of practice/legislation
- Good working knowledge of ICT to support learning
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment

### **Aptitude**

- Work effectively as part of a team and contribute to group thinking, planning etc.
- Effective time management
- Build rapport with adults and children
- To be flexible
- Follow instructions accurately
- Use own initiative and work independently
- Excellent communication skills with adults and children, verbally and in writing
- Motivate, inspire and have high expectations of students
- Creative approach to problem solving
- Ability to adapt quickly and effectively to changing circumstances/situations
- Work calmly under pressure
- Committed to personal and professional development
- Ability to critically evaluate own performance
- Awareness of, and commitment to, equalities issues

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy
- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

**THE DUTIES AND TASKS OUTLINED ABOVE ARE NOT INTENDED TO BE EXHAUSTIVE AND OTHER DUTIES MAY BE REQUIRED FROM TIME TO TIME BY THE PRINCIPAL AND IN ACCORDANCE WITH THE OPERATIONAL NEEDS OF THE ACADEMY.**