

Job Description

Job Title	Cover Supervisor
Grade	3 - mid
Reports to	Exams Officer
Liaison with	Teaching staff, support staff, students.
Job Purpose	<ul style="list-style-type: none"> 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). <p>Cover Supervisors will not 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.</p>
Principal Accountabilities	<ul style="list-style-type: none"> Supervise students engaged in learning activities Provide objective and accurate feedback to the teacher on the conduct of the lesson
Duties	<ul style="list-style-type: none"> 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 Keep appropriate records as agreed with the teacher Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour Support the use of ICT where appropriate Make appropriate use of equipment and resources 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 school meetings as required. Carry out administrative tasks, as required. To respect confidentiality at all times.
General	<ul style="list-style-type: none"> 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.

	<ul style="list-style-type: none">• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Governing Body is 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 above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
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PERSON SPECIFICATION
Cover Supervisor

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful recent experience working with children in a school/early years environment Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience
	Knowledge of relevant policies and procedures	Basic knowledge of school policies
	Literacy	Good reading and writing skills and knowledge of grammar
	Numeracy	Good numeracy skills
	Technology	Good working knowledge of ICT to support learning
Communication	Written	Ability to write detailed reports, letters etc
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment.
	SEN	Successful completion of training to support SEN if appropriate
	Curriculum	Detailed understanding of the school curriculum Good working knowledge of specialist curriculum area(s) if appropriate
	Child Development	Detailed understanding of child development Ability to assess progress and performance and recommend appropriate strategies to support development Motivate, inspire and have high expectations of students
	Health & well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers and contribute to group thinking, planning etc.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults

	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure To be flexible Follow instructions accurately
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances/situations
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to critically evaluate own performance