



Job Description



Name:

Job Title: **Cover Supervisor**

Scale: **Scale 5**

Responsible to: SIMS and Timetable Coordinator

Responsible for: To provide effective and efficient administration support to the school to ensure the school office is run smoothly.

JOB PURPOSE

- To supervise whole classes during the short-term absence of teachers.

KEY RESPONSIBILITIES

- 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 pupils on task.
- 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.

SPECIFIC RESPONSIBILITIES

Support for Pupils

- Supervise pupils engaged in learning activities.
- Act as a role model and set high expectations of conduct and behaviour.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Keep pupils 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 pupils 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 School

- 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 pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To invigilate for external examinations as required.

General Responsibilities

- 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 & 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 post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.

Health and Safety and Student Safeguarding

- Have due regard for the school Health and Safety policy and Safeguarding policy and any such issues particular to their subject
- Follow school procedures for reporting Health and Safety incidents or near misses
- Familiarise yourself with fire regulations and procedures
- Have due regard for student safety and report any concerns to the appropriate school body
- Complete relevant annual TKAT on-line training courses

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified



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- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Signed:

_____ Post Holder
 _____ Line Manager
 _____ Head of School

APPENDIX 1: Person Specification

General heading	Detail	General Examples	Specific examples (where
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 Completion of DCSF induction programme
	Knowledge of relevant policies and procedures		Working knowledge of general school policies and procedures Basic knowledge of First Aid and good understanding of the School
	Literacy		Good reading and writing skills
	Numeracy		Good numeracy skills
	Technology		Good working knowledge of ICT to support learning
Communication	Written		Ability to write detailed reports, letters etc.



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	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/School organisation		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 pupils
	Health & Well being		Understand the importance of physical and emotional wellbeing



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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. Working in and with the school
	Relationships	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Team work	Ability to work effectively with a range of adults
	Information	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Organisational skills	Good organisational skills Ability to remain calm under pressure To be flexible Follow instructions accurately
	Time Management	Time Management	Ability to manage own time effectively
	Creativity	Creativity	Demonstrate creativity and an ability to resolve problems independently
	Equalities	Equalities	Awareness of and promotion of equality
General	Health & Safety	Health & Safety	Good understanding of Health & Safety
	Child Protection	Child Protection	Good understanding and effective implementation of child protection



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	Confidentiality/Data Protection	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to critically evaluate own