



St Helena School
JOB DESCRIPTION

JOB TITLE: Cover Supervisor

RESPONSIBLE TO: Cover Manager

GRADE: NJC LGS Band 3 Midpoint

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

MAIN ACTIVITIES ATTRIBUTABLE TO PARTICULAR DUTIES:

SUPPORT FOR THE COVER TEAM

- Collation and organisation of cover work for teaching staff
- Ensuring external cover teachers understand cover work and are given all relevant information

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

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 & 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 Headteacher to carry out appropriate duties within the context of the job, skills and grade.

COVER SUPERVISOR - PERSON SPECIFICATION

| Detail | (E = Essential, D= Desirable) | |
|---|---|---|
| Specific qualifications & experience | Educated to degree level or working towards a degree | D |
| | NVQ Level 4 or equivalent in Learning Support | D |
| | Successful management experience | D |
| | Successful experience of a learning support role | D |
| | Successful experience of working with children | D |
| Literacy | GCSE Grade A to C or equivalent in English | E |
| Numeracy | GCSE Grade A to C or equivalent in Maths | E |
| Knowledge of relevant policies and procedures | Being aware of and working with the School's policies in relation to inclusion, safeguarding and physical contact with students | E |
| Technology | Good working knowledge of ICT to support learning and performance of own role | E |
| Written | Ability to write reports, letters etc. | D |
| Verbal | Ability to use clear language to communicate information unambiguously | D |
| | Ability to listen effectively | D |
| Behaviour Management | Ability to demonstrate effective implementation of the school's behaviour management policy | E |
| SEN | Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting | E |
| Curriculum | Detailed understanding of the school curriculum | D |
| | Good working knowledge of specialist curriculum area(s), if appropriate | |
| Child Development | Detailed understanding of child development | D |
| | Ability to assess progress and performance and recommend appropriate strategies to support development | |
| Health & Well being | Good understanding and support the importance of physical and emotional wellbeing | D |
| Working with partners | Ability to make a proactive contribution to the work of the team | E |
| | Ability to work with parents and carers to improve support for children | |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children | E |
| Team work | Ability to work effectively with a range of adults and influence the attitudes and opinions of others, as required, gaining their agreement through persuasion to ideas, proposals and courses of action. | E |
| Information | Contribute to the development and implementation of effective systems to share and safeguard information | E |
| Organisational skills | Excellent organisational skills | E |



| | | |
|---------------------------------|---|---|
| | Ability to remain calm under pressure | |
| Line Management | Ability to manage and support the work of others, as required and appropriate | E |
| Time Management | Ability to manage own time effectively Ability to ensure deadlines are met | E |
| Creativity | Demonstrate creativity and an ability to resolve problems independently | E |
| Equalities | Awareness of and promotion of equality | E |
| Health & Safety | Good understanding of Health & Safety | E |
| Safeguarding | Good understanding and effective implementation of safeguarding procedures | E |
| Confidentiality/Data Protection | Understand and comply with procedures and legislation relating to confidentiality | E |
| CPD | Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others | E |
| | | |
| | | |