



# Clacton County High School

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Higher Expectations, Raising Aspirations, Transforming Lives

## **JOB DESCRIPTION 2022**

<b>TITLE OF POST:</b>	<b>Cover Supervisor</b>
<b>RESPONSIBLE TO:</b>	<b>Executive Headteacher/Head of School</b>
<b>LINE MANAGER:</b>	<b>Assistant Headteacher with responsibility for Cover</b>
<b>SALARY GRADE:</b>	<b>Scale 5 point 8-11 (8.30am until 3.30pm term time)</b>

### **JOB PURPOSE:**

- In the absence of a class teacher, to cover lessons as and when required.
- To follow and deliver a lesson plan as set by a designated teaching member of staff.
- Undertake general support if not required to cover an absent teacher.

### **CORE REQUIREMENTS:**

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in all stakeholders and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of GDPR legislation.
- To be an effective communicator with all stakeholders, visitors and external professional colleagues as required.

### **KEY RESPONSIBILITIES:**

#### **Support for students:**

- Clearly explain tasks to students and organise the distribution of resources.
- 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 student within the classroom.
- Encourage students to remain engaged and on task, responding to general queries.

#### **Support for teachers:**

- Take accurate registers at the start of the lesson.
- Provide objective and accurate feedback to the teacher on the lesson.

- 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 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.
- 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.
- To respect confidentiality at all times.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's code of conduct and leave of absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the executive headteacher/head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ Post holder \_\_\_\_\_ Date: \_\_\_\_\_

Post holder

Date:

Signed: \_\_\_\_\_ Line Manager \_\_\_\_\_ Date \_\_\_\_\_

Line Manager

Date

Signed: \_\_\_\_\_ Executive Headteacher/Head of School      Date: \_\_\_\_\_

Executive Headteacher/Head of School

Date:

## Person Specification – Cover Supervisor

	Essential	Desirable
Good level of literacy and numeracy.	✓	
ICT literate and able to use ICT to enhance learning.	✓	
Effective time management.	✓	
Excellent organisation skills.	✓	
Experience in an education setting.	✓	
A commitment to undertake further professional development.		✓
Ambition and drive.	✓	
The ability to work autonomously and as part of a team.	✓	
The ability to motivate and develop students.	✓	
The ability to assist with co-ordination of activities.	✓	
Excellent interpersonal skills.	✓	
Excellent communication skills with all stakeholders.	✓	
A genuine commitment to inclusive education for students in a comprehensive and a multi-cultural environment.	✓	
A willingness to contribute to the wider life of the school.		✓