Job Description

# Post Title: Cover Supervisor

**Job Ref No:**  740

**Responsible to:** Headteacher

**Responsible for:** n/a

**Purpose of Job**

To provide sole charge supervision of classes in the absence of a regular teacher, presenting pre-prepared plans for education and supporting and facilitating learning.

**Job Context**

Cover Supervisors take sole charge of classes when teachers are absent because of sudden illness or other events which take them away from the classroom, for instance unexpected occurrences, meetings, exam cover, preparation and planning time (PPA), school trips and anything which may leave a class unattended by their regular or a qualified teacher.

A Cover Supervisor will normally have a primary role as a Teaching Assistant and take on their Cover Supervisor role as and when cover is necessary.

The job holder will generally be employed during term times only.

Job holders regularly move around during their normal working pattern, walking standing and sitting with pupils.

Job holders may set out PE equipment and will have help in moving heavy equipment.

Job holders may carry out playground duties in variable weather conditions; however there is usually indoor play during bad weather.

Job holders will Understand and implement all Safeguarding policies and procedure in relation to working with children and young people.

**Accountabilities**

* Responsible for the delivery of the work and management of the behaviour of pupils in lesson time as directed in the absence of a regular teacher or other qualified member of the teaching staff and to minimise the disruption to study such absences may cause.
* Support and help pupils of all abilities and diversities with reading, writing and mainstream classroom work across all areas of the curriculum as appropriate to the post and to the individual pupil.
* Ensure the health and safety of pupils during cover sessions as specified by national, trust and school policy. Monitor the welfare of individual pupils if necessary, reporting back to teaching, pastoral or administrative staff or taking appropriate action to resolve concerns if possible.
* Provide detailed feedback to teaching staff so that they are able to follow up their absence with appropriate work and actions and address any issues that may have arisen during the Cover Supervisor’s session in order to maintain a consistent and coherent programme for the pupils.
* Check pupil attendance in the class being supervised and report back to teaching, pastoral or administrative staff regarding any concerns about attendance or other issues noted so they can be appropriately addressed.
* Follow the school’s behaviour policy and maintain the standards of behaviour as much as possible and as appropriate to the post to support a controlled, safe and comfortable environment for pupils and staff.
* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school

**Additional Requirements**

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

Last review date: [date when this document was last reviewed]

Next review date: [date when this document will next be reviewed]

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Specification

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|  | **Essential** | **Desirable** |
| **Educational achievements, qualifications and training** | * Good level of education at least to GCSE level or equivalent so as to be able to relate to curriculum studies at an appropriate level to monitor and supervise curriculum studies.
 | * First Aid training / training in specific medical procedures as appropriate
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| **Job related knowledge, aptitude and skills** | * Demonstrable experience of working with or caring for children of relevant age.
* Appropriate IT and keyboard skills to effectively use ICT to support learning
* Good understanding and good empathy with school age children and the range of behaviours often exhibited by them.
* Able to interpret work plans and organise the presentation of work at short notice and draw on experience to adapt situations to different circumstances.
* Appropriate level of data protection, security and confidentiality awareness
 | * Working knowledge of national curriculum and other relevant learning programmes
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| **Equal Opportunities** | * Understanding of corporate equalities standards and diversity issues and impact in immediate work area
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| **Personal Qualities** | * Willingness to participate in training and personal development
* Good organisational skills and able to work flexibly.
* Good team worker and able to use own initiative.
* Excellent communication skills
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| **Physical** | * Must be able to meet the physical demands of the role.
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