

## Cover Supervisor Job Description and Person Specification

<b>Job Title</b>	Cover Supervisor (GR9006)
<b>Grade</b>	Scale E
<b>Responsible to</b>	Cover Supervisor Manager

### Role and Context

<b>Job Purpose</b>	<p>To supervise whole classes, so that any short term absences of teachers are covered and teaching colleagues are able to carry out other professional duties and training. Cover Supervisors will give instructions for the lesson, as provided by the teacher, and keep pupils on task, whilst maintaining good order.</p> <p>Cover Supervisors may also work within particular Departments on a long term basis, to improve the continuity of education during teacher absence and to gain an increased familiarity of the curriculum within that area.</p> <p>When not required to cover lessons, the role will include other duties, for example as a classroom assistant, technician or administrator.</p>
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### Principal Accountabilities

#### Support for pupils

1. Supervise pupils whilst they are engaged in learning activities
2. Set high expectations of conduct and work
3. Act as a positive role model
4. Manage pupils' behaviour within the ethos and behavioural policies of the school
5. Respond to pupil questions whilst keeping the class on task
6. Promote the inclusion of all pupils within the classroom, following the school's policies and procedures.

#### Support for teachers

1. Collect and pass on any completed work
2. Provide accurate feedback to the teacher on both the conduct of the lesson and the behaviour of pupils
3. Maintain and pass on any appropriate records as agreed with the teacher
4. Provide support and assistance in examinations or tests.

**Support for the curriculum**

5. Support the use of ICT within lessons as appropriate
6. Ensure the appropriate organisation of the classroom, equipment and resources.

**Support for the school**

7. Accompany groups of pupils on school trips, ensuring their health and safety under the direction of the visit leader
8. Be aware of, and comply with, policies and procedures relating to safeguarding, equal opportunities, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
9. Be aware of, and support, difference and ensure that all pupils have equal access to opportunities to learn and develop
10. Participate in training, performance management and other learning activities as required
11. Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Headteacher or Cover Supervisor Manager.

<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Good literacy and numeracy skills, ideally to NVQ level 2	Good general level of education, ideally to NVQ level 3
<b>Experience</b>		Experience of working in a school or a similar learning environment
<b>Skills/Knowledge</b>	Basic knowledge of first aid;  Understanding of relevant policies and procedures;  Ability to apply behaviour management policies and strategies to contribute to a purposeful learning environment;  Ability to encourage pupils to learn using pre-set material;  Ability to undertake varied duties;  Ability to demonstrate limits of responsibility;	Knowledge and skills of ICT to support learning

	<p>Ability to work under the direction of different people and as part of a team;</p> <p>Good communication skills with people at all levels;</p> <p>Ability to gain the respect of pupils through your manner, confidence and authority;</p> <p>Ability to organise your own workload in the context of varied tasks;</p> <p>Ability to work calmly under pressure;</p> <p>Ability to critically evaluate your own performance and make any necessary changes to be more effective.</p>	
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<p><b>General Information</b></p> <ul style="list-style-type: none"> <li>• The job description details the main outcomes required and should only be updated to reflect <b>major changes</b> that impact on the outcomes of the job</li> <li>• All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school policies and procedures, within legislation.</li> <li>• Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by the Headteacher or Cover Supervisor Manager.</li> </ul>
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