

# Excellence In All



**City of Norwich School**  
An Ormiston Academy – Excellence in all

## Cover Supervisor

Job Description and Person Specification

**[OAT]**  
Ormiston Academies Trust  
**AN OAT ACADEMY**



### **What is a cover supervisor?**

A Cover Supervisor supervises pupils carrying out pre-prepared exercises during lessons when the usual class teacher is absent. Their main role is to ensure that pupils carry out the work that they have been set.

### **What does a Cover Supervisor do?**

As a Cover Supervisor, you will supervise the pupils to ensure that they are carrying out the work that has been set, manage the behaviour of the pupils whilst they are working, answer questions from pupils about the work they are completing, deal with any immediate problems or emergencies, collect any completed work after the lesson for return to the teacher and make notes and report on the behaviour of pupils during the class.

Although there are many things that you will do during a typical school day, you will not be expected to plan lessons, you will not be expected to have the subject knowledge of the usual teacher, you will not be expected to mark the work of pupils and you will not be expected to set homework unless the teacher has left instructions for this.

### **Is a Cover Supervisor job a good fit for you?**

The responsibilities of a Cover Supervisor are varied, and a wide variety of skills are required.

You will need to be able to manage groups of children and potentially difficult behaviour. You will also need to be diplomatic, organised, and confident, as well as highly adaptable as no two days are the same.

### **Where can a Cover Supervisor job take you?**

There are many opportunities for career progression as a Cover Supervisor from becoming a Cover Manager, through to becoming a qualified teacher.



### **Staff wellbeing**

We will ensure that, as a member of staff, you will feel valued, supported and motivated. A culture of teamwork and collaboration is cultivated.

### **Personal benefits**

The following benefits are offered to all staff at CNS:

- ✚ Membership of a generous pension scheme
- ✚ Admission policy for children of staff
- ✚ Access to the staff wellbeing hub
- ✚ Free confidential staff advice and counselling service
- ✚ Public transport season ticket loan scheme
- ✚ Cycle to work scheme
- ✚ Free eye test for DSE users
- ✚ Free onsite parking

# Job Description

**GRADE: 5**

31.25 hours per week, term time plus one week

Monday to Friday

08:15 am – 15:30 pm or 08:30 am – 15:15 pm

**RESPONSIBLE TO:**

The Cover Supervisor is directly responsible to the Cover Manager, but also has indirect links to the Headteacher, Deputy Headteacher, SLT, Faculty Leaders and teaching staff, working under the general direction of a class teacher when supervising lessons. The post holder may work within particular Faculty Areas on a long-term basis so as to improve the continuity of education during teacher absence, and increased understanding and familiarity with the Curriculum and the students working within that Faculty Area.

Cover Supervisor support will be deployed on a period-by-period basis. Once in class, attitude to learning will be supported by the Faculty Leader or class teacher.

**VISION AND PURPOSE:**

This job role will provide support in the following key areas

- Additional in-class support
- Short term cover for absent teachers

**KEY RESPONSIBILITIES:**

- To supervise whole classes to cover short term absence of teachers, and to allow teachers to carry out professional duties and training. To give instructions for the lesson as provided by the teacher, and keep students on task whilst maintaining good order.
- To respond to general questions and provide general feedback to the teacher.

**OTHER RESPONSIBILITIES:****1. Support for Students**

- Supervise students while they are engaged in learning activities, and deal with immediate problems and emergencies.
- Manage students' attitude to learning within the ethos and behavioural policies of the school.
- Set high expectations of conduct whilst acting as a role model.
- Promote the inclusion and acceptance of all students within the classroom, within the school's policies and procedures of equal opportunities.
- Assess the needs of students and use detailed knowledge and specialist skills to support learning.
- Support individuals and groups of students within lessons to support their progress in subjects.
- Implement strategies and support students in self-esteem, confidence building and resilience.
- Assist in identifying barriers to learning which prevent students from reaching their full potential.

# Job Description (cont.)



## OTHER RESPONSIBILITIES (Cont.):

### 2. Support for Teachers

- Provide feedback to the teacher on how the lesson went.
- Collect and pass on any completed work.
- Maintain and pass on any appropriate records as agreed beforehand with the teacher.
- Provide support and assistance to teaching staff in large examinations or test groups.

### 3. Support for the School

- Accompany groups of students on school trips ensuring their health and safety (at the direction of the lead teacher).
- Be aware of, and comply with, policies and procedures relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, difference and ensure that all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.



## GENERAL INFORMATION

All work performed/duties undertaken must be carried out in accordance with relevant policies and procedures.

Post 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 management.

Post holders must at all times carry out their responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

Post holders will be expected to participate in the Academy's arrangements for performance management and professional development as required.

## CONTEXT

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences.

This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

***The applicant will be required to safeguard and promote the welfare of children and young people***

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the time of appointment only and may be reviewed in negotiation with the employee in the future.*

# PERSON SPECIFICATION

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application. Candidates failing to demonstrate any of the essential criteria will automatically be excluded.

You should be able to demonstrate that you meet the following criteria, measured by:

**A: Application Form B: Interview C: References**

CRITERIA	Requirement	Assessment
<b>Qualifications</b>		
Level 2 English and Maths at grade C/4 or above or equivalent experience	Essential	A
NVQ Level 3 or equivalent in related area (e.g. Supporting Teaching & Learning in schools)	Desirable	A
<b>Experience</b>		
Cover supervision experience	Desirable	A
Experience of working with people at all levels	Desirable	A
<b>Skills</b>		
Good numeracy, literacy and ICT skills	Essential	A C
Able to communicate effectively and relate well with people	Essential	A B C
Able to work independently and without direct supervision	Essential	A B C
Able to take direction from different people, and effectively prioritise and manage workload	Essential	A C
Able to work constructively as part of a team, understanding classroom roles and responsibilities, and one's own position within the team	Essential	A B C
Able to implement the Academy's Safeguarding, Equal Opportunities and Behaviour Management policies	Essential	B
Able to encourage students to learn and inspire a strong work ethic	Desirable	B
Able to gain the respect of students and engender positive attitudes to learning	Desirable	B
Has high expectations and aspirations for all students	Essential	B
Able to manage student behaviour and challenge underperformance	Desirable	B
<b>Personal Characteristics</b>		
Reflective and solution focused	Essential	B
Calm under pressure	Essential	B
Supportive, patient and non-judgmental	Essential	B
<b>Other Requirements</b>		
Undertake the Academy's Induction Programme	Essential	B
Participate in development and training opportunities	Essential	B
Be able to carry out all duties to a high standard	Essential	A B



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**Headteacher:** Jo Philpott

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