

	Job Description	
	Role: Cover Supervisor	
	Grade: H4 to H5	Reports to: Cover Manager
	Role specifics: Part-time, Permanent, Term time plus 1 week	

Post Responsibility

Supervise classes during short-term absence of teachers.

Main Areas of Responsibility

- Register students according to the school procedure.
- Discuss cover work with teachers for planned absence and/or liaise with the appropriate staff (subject leaders, teachers and support staff) regarding the work set so that the requirements are fully understood.
- Supervise work that has been set by a teacher and provide timely feedback via the Cover Form to the teacher concerned.
- Provide students with clear information and instructions relating to the work they are to complete.
- Manage the behaviour of students whilst they are undertaking this work in order to ensure student safety and to create an environment conducive to learning and to communicate concerns and issues to the relevant person.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Understand and follow the school's Teaching and Learning policy and, in particular, celebrate pupil success whenever possible.
- Collect the completed work after the lesson and pass to the appropriate teacher.
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- Report, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.
- Undertake CPD, including attendance at school Inset, and observations as required and directed.
- Undertake the cover for tutor base time during morning and afternoon registration.
- Provide additional learning activities if work is complete before the session is finished.

General Duties and Responsibilities

The post holder should have the ability to organise their own workload and prioritise on a day-to-day basis using initiative. Staff should be aware of, and adhere to, the policies and procedures relating to child protection; health and safety; confidentiality; equality and diversity; and data protection and report all concerns to an appropriate person.

St George's School

When no core cover work is available or required, the post holder is expected to be adaptable and to undertake other tasks where needed and/or as requested by line or senior management. Non-core tasks will be commensurate with those of the primary role. The post holder should be proactive in recognising and taking on these tasks under their own initiative. Examples of such tasks are indicated in the following non-exhaustive list:

- Assisting with the preparation/execution of house and school trips or events
- Supporting central school administration e.g. filing
- Helping with Learning Support Department activities
- Maintenance of classroom displays

Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, food safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the post holder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

Disclosure & Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure, with list checks, will be sought through the Disclosure & Barring Service as part of the School's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

Additional Information

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

All new recruits to the school within this Grade are subject to a 6-month probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

	Essential	Desirable
Qualifications and Training		GCSE Maths and English (or equivalent)
Experience		<ul style="list-style-type: none"> • At least 6 months experience in a school environment • Proven track record of working well with young people
Professional Knowledge and Skills	<ul style="list-style-type: none"> • Ability to present information clearly to a class of students • Ability to work well within the school and assist with some other duties, such as support with examinations 	<ul style="list-style-type: none"> • Confidence in using ICT packages – Word, Excel and PowerPoint, Google Drive & Classroom • Experience in the use of SIMS or similar School Information Managements software • Basic understanding of safeguarding principles and support of students with SEN
Personal Qualities	<ul style="list-style-type: none"> • Confidence to engage and supervise a classroom of students • Excellent communication skills with adults and students • Be willing and able to learn and use the school's IT software and databases as appropriate • Ability to motivate and inspire students to learn • Be flexible and adjust to changes in the working demands of the day • Demonstrate empathy for children with a wider ranging of needs 	

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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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Date:	
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Date:	
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