

Role Profile & Person Specification

Job Title:	Cover Supervisor
Responsible to:	Headteacher
Grade:	Scale E
Terms and Conditions:	4 days (26 hours) per week, Monday – Thursday, 8:30am – 3:30pm 39 weeks per year (Term Time + 1 week) Temporary - Maternity Cover

GENERAL RESPONSIBILITIES:

To supervise whole classes to cover short-term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep children on task while maintaining good order.

Cover supervisors can respond to general questions and provide general feedback to the teacher. The cover supervisor will follow the school's marking and feedback policy and mark all work achieved in the lesson.

SPECIFIC RESPONSIBILITIES:

Support for children

- Supervise children while they are engaged in learning activities and deal with immediate problems and emergencies.
- Manage children's behaviour within the ethos and behavioural policies of the school.
- Set high expectations of conduct whilst acting as a role model.
- Respond to student queries on procedures while keeping children on task.
- Promote the inclusion and acceptance of all children within the classroom within the school's policies and procedures of equal opportunities.
- Undertake the role of Mentor to a group of children in accordance with the school mentoring system.
- Support with Lunch Duty where needed

Support for teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of children.
- 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.

Support for the curriculum

- Support the use of ICT within the lesson as appropriate.
- Understand and ensure appropriate organisation/use of the classroom, equipment and resources.

Support for the school

- Accompany groups of children on school trips ensuring their health and safety (to be at discretion)

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of lead teacher).

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Headteacher/Deputy Headteacher.

Staff Training Days

- As arranged on the school calendar

Safeguarding

- Respecting confidentiality issues linked to home/children/teachers/college work and to keep confidence as appropriate.
- To keep up to date with the school procedures for safeguarding and child protection, reporting any concerns to senior designated person.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Development Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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This role profile is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

This section describes the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level

Area	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> ● Relational ● Self-aware ● Curious ● Accepting ● Empathetic ● Reflective ● Resilient ● A desire to commit to professional development and provide best practice to meet the needs of all children 	
Experience	<ul style="list-style-type: none"> ● Experience of working in a support capacity in a school with pupils of relevant age or in an appropriate learning environment. ● Experience of supervising whole classes across the school's age range. ● Planning and evaluating lessons, working with teachers. 	<ul style="list-style-type: none"> ● Experience working in a similar environment.
Qualifications	<ul style="list-style-type: none"> ● Good Literacy and Numeracy skills ● Good general level of education and to NVQ 2 or 3 level 	<ul style="list-style-type: none"> ● HLTA qualification
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> ● Basic knowledge of first aid; ● Understanding of relevant policies and procedures; ● Ability to encourage pupils to learn using pre-set material; ● Ability to undertake varied duties; ● Ability to demonstrate limits of responsibility; ● Ability to work under direction of different people and as part of a team; 	<ul style="list-style-type: none"> ● First Aid ● Working knowledge and skills of ICT to support learning (highly desirable);

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	<ul style="list-style-type: none"> ● Good communication skills with people at all levels; ● Ability to gain respect of pupils through manner of confidence and authority; ● Able to organise own workload in the context of varied tasks; ● Able to work calmly under pressure; ● Ability to critically evaluate own performance and make any necessary changes to be more effective. ● Effective verbal and written communication ● Self motivated team member with the ability to work individually ● Able to work on own initiative ● Methodical and organised ● Flexible and responsible approach ● Shows a personal commitment to safeguarding and promoting the welfare and rights of young People ● Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances ● Effective ICT skills with a knowledge of Microsoft Office 	
<p>Personal qualities, skills and expertise</p>	<ul style="list-style-type: none"> ● Communication, people skills, listening skills, passion and enthusiasm to help young people to succeed, team spirit, patience, determination, caring and a good sense of humour are all qualities required in this position. 	
<p>Other:</p>	<ul style="list-style-type: none"> ● The ability to converse at ease with children, staff and parents, and provide advice and information in accurate spoken English is essential for the post. 	