

JOB DESCRIPTION

JOB TITLE: Cover Supervisor
HOURS: 37 hours per week/39 weeks per year
GRADE East Sussex Single Status 4/5
RESPONSIBLE TO: Cover Manager/Business Manager

Main purpose of the role:

To supervise lessons in the absence of a class teacher, to ensure students continue with work set and that acceptable behaviour and standards are maintained.

Responsibilities:

1. To undertake whole class supervision in the absence of the class teacher, communicating and setting work previously prepared by the teacher.
2. To develop curricular knowledge as required by the school.
3. To maintain classroom management and apply the school's behaviour management policy, to report any difficulties in accordance with school procedure.
4. To ensure that students leave the classroom in good working order, to oversee that books and equipment are returned to the appropriate place.
5. To return work etc. to the class teacher and inform them of work covered/point reached within the lesson.
6. To provide feedback regarding problems, difficulties, behaviour, successes etc. to the class teacher/Head of department.
7. To set homework previously prepared by the teacher.
8. To administer class tests and invigilate if necessary, maintaining the rules set out by external examination boards and in-house regulators.
9. To accompany staff on school trips if required and work under the direction of the trip organiser.
10. To supervise the work of the Teaching Assistant in the class.
11. To attend school/department meetings to contribute to the discussions about individual students if needed.
12. To provide general administrative duties (filing, photocopying etc.) as required.
13. To provide consistent and effective support in line with the requirements and responsibilities of the role.

General:

1. Contribute to the overall ethos/work/aims of the school.
2. To take part in training activities offered to further professional knowledge and development.
3. Committed to the safeguarding of children and the promotion of their welfare within the school.
4. To carry out the above duties in accordance with the County Council's Equal Opportunities policy.
5. To perform such other tasks as may reasonably be required by the Exams and Cover Manager, HR Officer, and Business Manager.
6. All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.
7. The post holder should be aware of and comply with all school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The school reserves the right to change or up-date this job description and/ or the place of work after consultation with the job holder.

SIGNATURE OF JOB HOLDER:

DATE:

SIGNATURE OF LINE MANAGER:

DATE:

JOB TITLE: Cover Supervisor
RESPONSIBLE TO: Cover Manager/Business Manager

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the school to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification in the application form and any supporting statement.

	Essential	Desirable
Job Experience and knowledge	<ul style="list-style-type: none"> ▪ Good level of literacy and numeracy to include GCSE or equivalent in English Language and Maths at grade C or above ▪ Experience of supervising children/young persons ▪ Experience of using Information Technology ▪ Proficient in the use of Microsoft office ▪ An understanding of child protection and its importance within the school 	<ul style="list-style-type: none"> ▪ NVQ Level 3 for Teaching Assistants or equivalent ▪ Experience of supporting children in a classroom environment ▪ Experience of Exams and Awarding Bodies regulations within schools ▪ An understanding of SEN Code of Practice ▪ An understanding of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment ▪ Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students ▪ Basic First Aid Certificate
Skills/Abilities & Competencies	<ul style="list-style-type: none"> ▪ Ability to work with a minimum of supervision and within a team ▪ Ability to use language and other communication skills that students can understand and relate to ▪ Ability to establish positive relationships with young persons and empathise with their needs ▪ Ability to demonstrate active listening skills ▪ Ability to carry out and report on systematic observations of students' knowledge, understanding and skills ▪ Ability to offer constructive feedback to students to reinforce self-esteem ▪ Ability to work effectively and supportively as a member of the school team ▪ Good interpersonal skills (including oral and written communication skills) ▪ Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc 	<ul style="list-style-type: none"> ▪ Ability to provide classroom cover within agreed parameters in the absence of the class teacher ▪ Ability to consistently and effectively implement agreed behaviour management strategies ▪ Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task ▪ Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes

Personal Attributes	<ul style="list-style-type: none"> ▪ Resilient with the ability to work under pressure ▪ Ability to employ sensitivity and diplomacy ▪ Self-motivational and ability to use initiative with a proactive approach ▪ Willingness to undertake relevant professional development ▪ Flexibility, adaptability and willingness to meet the needs and requirements of the role. 	