

Post title	Cover Supervisor – Temporary for one year in the first instance
Reporting to	Principal/Vice Principal/Cover Co-ordinator
Working Time	37 hours per week term time plus INSETs
Salary/Grade	G5 Actual £17,185-£19,019 (FTE £20,092-£21,748)

PURPOSE OF THE POST

To provide classroom supervision for students where teachers are absent from duty.

Responsible for	The supervision of students during the short term absence of teaching staff
Liaising with	Senior Leadership Team, teachers and non-teaching support staff, local authority staff, parents/carers and students
Characteristics of the post	<p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The following employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p> <ul style="list-style-type: none"> • Evidence of a satisfactory safeguarding check e.g. Enhanced DBS check

MAIN (CORE) DUTIES

Post-specific duties	<ul style="list-style-type: none"> • To supervise student learning by delivering cover work that has been set in accordance with school policy by the class teacher. • To manage the behaviour of students whilst they are undertaking the pre-set work. • Supervising entry and departure of students in accordance with the Academy's policy. • To ensure a purposeful and constructive environment in which students can complete the work which has been set. • To respond to any questions from students about the work that has been set and any process and procedure. • To encourage students to complete the work set and to complete records for absent colleagues regarding this work. • To deal with any immediate behavioural problems including dealing with incidents in accordance with school policies and strategies. • To implement strategies to recognise and reward pupil progress and achievement. • To collect any completed work after the lesson and to return it to the appropriate teacher.
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	<ul style="list-style-type: none"> • To report as appropriate on the behaviour of students during lessons and on any other relevant issues which may have arisen. • To record and report attendance at lessons. • Where appropriate, to undertake the marking of students work before returning it to the absent colleague. • To collate a bank of supervision work for subjects in liaison with curriculum co-ordinators and to assist with planning learning activities. • Where appropriate, to prepare the classroom for lessons and to clear afterwards. • To undertake administrative duties including administering course work and producing worksheets for agreed activities. • To deal with problems or emergencies in accordance with policies and procedures. • To assist students in using resources, e.g. ICT. • To assist with the supervision of students outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours. • To participate in school visits, assisting with activities as required. • To undertake clerical duties including photocopying and administering coursework. • To support lunchtime duties and whole school detentions. • To undertake other duties commensurate with the grade of the post as directed by the Headteacher.
Additional duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and treat all users of the school with courtesy and consideration. • Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
Other specific duties	<ul style="list-style-type: none"> • To participate in training and continue personal development. • To engage actively in the performance review process. • To comply with the Academy and Trust policies and procedures at all times. • To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the DSL/Deputy DSL over any safeguarding issues or concerns. • To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school 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.</p> <p>The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Date completed	September 2021
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	Essential	Desirable	Evidence
QUALIFICATIONS			
5 GCSEs or equivalent to include English and Maths at Grade C or above	✓		AF + Certificates
HLTA status		✓	AF + Certificates
Evidence of further professional development or willingness and ability to train for development in the post		✓	AF & I
RELEVANT EXPERIENCE			
First Aid Qualification		✓	AF
An understanding of the National Curriculum and other basic learning programmes.		✓	AF, I + REFS
Experience of working in a school environment		✓	AF, I + REFS
Experience of working with young people	✓		AF, I + REFS
PROFESSIONAL KNOWLEDGE/UNDERSTANDING			
Understanding of Safeguarding and Child Protection issues.		✓	AF, I + REFS
Understanding of Health, Safety and Security issues.		✓	AF, I + REFS
Understanding of Data Protection issues		✓	AF, I + REFS
Basic understanding of child development and learning.		✓	AF, I + REFS
Able to make appropriate use of ICT for learning	✓		AF, I + REFS
SKILLS, ATTRIBUTES & PERSONAL QUALITIES			
Able to communicate fluently and effectively (oral and written)	✓		AF, I + REFS
Good communication and listening skills	✓		AF, I + REFS
Ability to maintain confidentiality	✓		AF, I + REFS
Highly organised and self-motivated with the ability to work independently and to deadlines	✓		AF, I + REFS