

Post title	Cover Supervisor
Reporting to	Headteacher/Cover Co-ordinator
Working Time	37 hours per week term time plus INSET
Salary/Grade	G5

PURPOSE OF THE POST	
To provide classroom supervision for pupils where colleagues are absent from duty	
Responsible for	The supervision of pupils during the short term absence of teaching staff
Liaising with	Senior Leadership Team, teachers and non-teaching support staff, local authority staff, parents and pupils
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. DBS check

MAIN (CORE) DUTIES	
Post-specific duties	<ul style="list-style-type: none"> • To supervise work that has been set in accordance with school policy. • To manage the behaviour of pupils whilst they are undertaking the pre set work. • To ensure a purposeful and constructive environment in which pupils can complete the work which has been set. • To respond to any questions from pupils about process and procedure. • To encourage pupils 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 achievement. • To collect any completed work after the lesson and to return it to the appropriate colleague. • To report as appropriate on the behaviour of pupils during lessons and on any other relevant issues which may have arisen. • Where appropriate, to undertake the marking of pupils 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.

	<ul style="list-style-type: none"> • 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 assist pupils in using resources, e.g. ICT. • To assist with the supervision of pupils 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. • 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.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • 5 GCSEs A*-C including Maths and English or equivalent 	<ul style="list-style-type: none"> • Degree or HLTA qualification • First Aid qualification
Knowledge	<ul style="list-style-type: none"> • An understanding of the National Curriculum and other basic learning programmes. • Basic understanding of child development and learning. • Understanding of Safeguarding and Child Protection issues. • Understanding of Health, Safety and Security issues. • Understanding of Data Protection issues. • Appropriate knowledge of first aid. 	
Experience	<ul style="list-style-type: none"> • Experience of working with young people. 	<ul style="list-style-type: none"> • Experience of working in a school environment
Competencies and other skills required	<ul style="list-style-type: none"> • Good communication skills • Good record keeping skills • Able to engage students in learning • Behaviour Management skills. • Ability to relate well to children and adults. • The ability to work as a member of a team. 	

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 a manager to undertake work of a similar level that is not specified in this job description.

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

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.

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.

Date completed

September 2018