

COVER SUPERVISOR JOB DESCRIPTION

Reports to:	Assistant Headteacher
Responsible for:	Supervising whole classes during short term absence of Teachers
Main Purpose:	To provide learning activities for classes under the direction and supervision of the class teacher. The post holder will need to ensure good behaviour of the students and make sure the students engage in the learning activity. The cover supervisor will be required to respond to students' general questions and give feedback to the teacher on broad issues such as behaviour but will not be expected to undertake detailed planning, preparation, delivery or assessment of students' progress and development.

Main Activities – Teaching and Learning

- To deliver learning activities to students.
- To supervise students whilst engaged in learning activities.
- To ensure that learning objectives set by the teacher are achieved.
- To respond appropriately to questions raised by students
- To ensure inclusion and acceptance of all students in the class in order to promote equal opportunities.
- To collect any completed work to pass on to the teacher
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on conduct of the lessons
- To deal with immediate problems and emergencies in accordance with the Academy's policies.

Support for the Academy:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Academy.
- Establish constructive relationships and communicate with other agencies/professional, in liaison with the appropriate Academy staff, to support achievement and progress of students.
- Attend and participate in meetings as directed.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff

- Supervise students on visits, trips and out of Academy activities as required.
- All staff in Academy will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to Skills for Life Trust's Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

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.

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

Signed
On behalf of Skills for Life Trust

Date

Signed.....
Employee

Date.....

Person Specification for Cover Supervisor

- Experience:**
- Experience working with children of relevant age
 - Full working knowledge of relevant policies/codes of practice and general awareness of relevant legislation.
 - Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
 - Working knowledge of national curriculum and other relevant learning programmes
 - Understanding of principles of child development and learning processes and in particular, barriers to learning
 - Ability to plan, with support, effective action for students at risk of underachieving

**Qualifications
or Training:**

**Practical
Skills:**

- NVQ Level 3 or equivalent qualification or experience
- Good numeracy/literacy skills
- Necessary skills to manage classroom activities and the physical learning spaces safely
- Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.
- An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving
- Organise and keep effective records.
- Ability to raise self esteem in children.
- Excellent communication skills, both verbal and written.
- Good interpersonal skills with children and adults.
- The ability to critically evaluate own performance
- Flexible with effective time management skills
- Willingness to utilise the possibilities of ICT in the development of the post

**Personal
Qualities &
Attributes:**

- Ability to relate well to children and adults
- Calm and patient with children.
- Ability to work within a team.
- Enthusiastic and flexible.
- Ability to remain calm and maintain a sense of humour.