



# COVER SUPERVISOR

## VALLEY PARK SCHOOL



JOB DESCRIPTION	
Job Title	Cover Supervisor
Grade	VIAT 4 which is £23,887 - £24,887 full time. Term time only salary is: £20,637 - £21,501
School / Department	Valley Park School
Base	Valley Park School
Hours	37 hours per week (8.30am – 4.30pm Monday to Thursday and 8.30am to 4.00pm Friday), term time only - 190 days
Reports to	Data Manager
Accountable to	Deputy Headteacher

## Job Summary

The key function of the role is to cover lessons for teaching staff in their absence. However, we do not expect the Cover Supervisor to cover long periods of absence. This is a supervisory rather than a teaching post and is open to applicants without a teaching qualification, or those considering entering the profession. The purpose of the role is:

- To take responsibility for groups or classes of students in the short-term absence of their usual teacher;
- To provide a safe and controlled environment that allows students to complete the work that has been set to cover the class teacher's absence.

## Key Working Relationships

- To liaise with Data Manager and Deputy Headteacher regarding cover lesson assignments for each day (this includes at the beginning of the day but also at key points in the school day);
- To liaise with the class teacher and/or Head of Department, as appropriate, in relation to the cover work that has been set;
- To feed back to the class teacher and/or Head of Department;
- To be flexible and to understand that tasks assigned to a Cover Supervisor role are often changeable.

## Key Responsibilities

### Effective classroom management

- To supervise work that has been set by the class teacher, and engage with the students in the class, in accordance with school policy;
- To manage the behaviour of students, in the context of the school behaviour policy, to ensure a positive and productive learning environment;
- To respond to students' questions regarding process and procedure in the context of the lesson content.

### Teacher liaison

- To liaise with the class teacher with regard to the work that has been set for their class;

- To collect all completed work at the end of the lesson and return them to the relevant teacher or Head of Department;
- To report back to the class teacher or the Head of Department, as appropriate and using the appropriate channels, on the behaviour and learning of students during the cover lesson.

### **Safety**

- To report any safety and wellbeing concerns promptly, in line with school policy.
- To register the students present in the cover lesson and report student absences in line with the school's policies and procedures.

### **Safeguarding**

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

### **Equality and diversity**

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

### **Statement**

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

## PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills, ideally to NVQ level 2, e.g. GCSE grade C+/4+ or beyond.</li> </ul>	<ul style="list-style-type: none"> <li>• Good general level of education, ideally to have level 3 or beyond.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working effectively as part of a team, and under the direction of different people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or a similar learning environment.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the principles of effective classroom management.</li> <li>• Knowledge of the principles of effective behaviour management.</li> <li>• Knowledge of relevant and up to date safeguarding procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of how ICT can be used to support learning.</li> <li>• Knowledge of the National Curriculum in England.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to apply behaviour management policies and strategies to contribute to a purposeful learning environment.</li> <li>• Ability to encourage students to learn using pre-set material.</li> <li>• Ability to organise own workload in the context of varied tasks.</li> <li>• Good communication skills with people at all levels.</li> <li>• Ability to gain the respect of pupils through manner, confidence and authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in the classroom.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to undertake varied duties.</li> <li>• Ability to demonstrate limits of responsibility.</li> <li>• Ability to critically evaluate own performance and make any necessary changes in order to be more effective.</li> <li>• Ability to work calmly under pressure.</li> </ul>	