



COVER SUPERVISOR

SCHOOL OF SCIENCE AND TECHNOLOGY MAIDSTONE

JOB DESCRIPTION	
Job Title	Cover Supervisor
Grade	VIAT 5
School / Department	SST Maidstone
Base	SST Maidstone
Hours	37 hours per week, Term Time Only.
Reports to	Assistant Headteacher
Accountable to	Headteacher

Job Summary

The Cover Supervisor is a crucial role and will lead the cover supervision function across the school by coordinating daily cover arrangements and supervising whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher.

The primary focus is to maintain order and to keep students on task, adjusting the cover needs for the school throughout the day. The Cover Supervisor ensures high standards of classroom behaviour and learning continuity in line with school policy.

Key Working Relationships

- Headteacher;
- Leadership Team;
- Head of Year;
- Lead Teachers;
- Teachers and Students;
- Safeguarding and health and safety leads.

Key Responsibilities

This is a varied role and particular responsibilities will include, but are not limited to:

Areas

- To supervise classes during the short-term absence of the class teacher.
- Take messages from absent staff and inform relevant line managers to assist with planning
- To coordinate cover requirements for the school each morning and deploy staff to ensure all classes are covered.
- Maintain accurate records of cover provided, staff absences, and room changes using the school's management information system (e.g. SIMS).
- Distribute cover work to colleagues covering lessons on a timely basis.
- To ensure the school behaviour policy is adhered to when covering lessons
- To ensure students are supported to make suitable progress during cover lessons
- To provide feedback to staff as to the progress made by students in class.
- To ensure students with additional needs are supported so they can access the curriculum.
- Support other areas of the school when availability allows.

- To assist with the administration as required.

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
Qualifications	<ul style="list-style-type: none"> To be willing and able to work towards gaining any relevant qualifications, attending training and to take responsibility for your own development. 	<ul style="list-style-type: none"> A qualification relevant to the role.
Experience	<ul style="list-style-type: none"> Ability to quick build a rapport with students as well as initiate ways to support young people. Experience of self-evaluating learning needs and actively seeking learning opportunities 	<ul style="list-style-type: none"> Experience of planning or delivering content to students. Experience of working with children of all ages and ideally those of secondary age Experience of line management
Knowledge	<ul style="list-style-type: none"> Effective use of ICT and other specialist equipment/resources Knowledge of how a secondary school functions. 	<ul style="list-style-type: none"> Working knowledge of relevant policies/codes of practice/legislation
Skills	<ul style="list-style-type: none"> Be able to adapt your communication style and be able to develop skills to suit the needs of the students that you are working with. Be able and willing to support students in a range of subjects 	<ul style="list-style-type: none"> An understanding of school roles and responsibilities and the position of the cover supervisor within these.
Attributes	<ul style="list-style-type: none"> Commitment to safeguard and promote the welfare of children and young people Able to work supportively as a team member and able to take own initiative when working independently. 	