

Job Description

School: Sittingbourne Community College

Job Title: Cover Supervisor

Grade: SAT 5

Responsible to: Assistant Headteacher

Purpose of the Job:

To provide supervision of classes in the absence of the subject teacher or form tutor. It is not a teaching role.

The Subject Leader or delegated member of staff for the subject being covered will assume responsibility for the setting of cover work. The school's extensive and highly effective support structure for managing behavior will be available for use by cover supervisors.

Main duties and responsibilities (Accountabilities):

1. The supervision of lessons, including the entry and dismissal of classes:
 - during the short-term absence of a teacher
 - when a teacher is on school business
 - when a teacher is undertaking staff training
 - when a teacher is absent for other reasons, such as medical appointments, bereavement leave etc.
2. Liaison with Subject Leader when necessary regarding the cover work
3. Registration of tutor groups in the absence of the tutor
4. Invigilation of examinations
5. Daily duties when necessary
6. The supervision of students when on school visits (a teacher will always retain overall responsibility for the students)
7. When lesson cover is not required, tasks associated with reducing teachers' workload, including administration, or support within lessons

8. Managing the behaviour of pupils whilst they are undertaking work
9. Preparing the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate
10. Supervising pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils
11. Collecting any completed work after the lesson and return it to the appropriate teacher
12. Using agreed referral procedures to report back on the behaviour of students

The supervision of lessons will include:

- maintaining good order and discipline
- registering students
- distributing work set by the teacher or Subject Leader
- assisting students to complete the work
- collecting the completed work and returning to the appropriate person
- ensuring the classroom and surrounding is left clean and tidy
- looking after any resources used.

Individuals in this role may also undertake some or all of the following:

1. Undertake exam invigilation

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

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Grade: SAT 5

Responsible to: Assistant Headteacher

| | Essential | Desirable |
|-----------------------------|---|--|
| Qualifications | <ul style="list-style-type: none"> Level 2 A* - C GCSE English, Mathematics and Science (or equivalent) | |
| Experience | <ul style="list-style-type: none"> Successful recent experience of working with children of relevant age | |
| Skills and Abilities | <ul style="list-style-type: none"> Ability to relate well to children and adults, understanding their needs and being able to respond accordingly Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment Able to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations Excellent communication skills, both verbal and written Good organisational skills Ability to work independently or as part of a team | |
| Knowledge | <ul style="list-style-type: none"> Knowledge of procedures for supervising pre-prepared learning activities, providing feedback Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality | <ul style="list-style-type: none"> Specialist knowledge of behaviour Management |
| Personal qualities | <ul style="list-style-type: none"> Smart, professional appearance Organised, methodical and adaptable Conscientious, polite and calm, with a good sense of humour Obvious enthusiasm and energy | |