

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Cover Supervisor
<b>HOURS OF WORKING</b>	32.5 hours per week, Term time and INSET days
<b>SCALE</b>	Single Status Grade 4 Points 9-10
<b>RESPONSIBLE TO</b>	Head of Secondary Phase

## **JOB PURPOSE**

In the absence of the class teacher, to work as a cover supervisor under the supervisory arrangements established by the school and following the guidelines established in the School's Cover Policy.

## **KEY ACCOUNTABILITIES**

1. To have an oversight of learning whilst providing whole class supervision in the absence of the class teacher.
2. To work within the team of Cover Supervisors and liaise with all staff as appropriate
3. To manage the learning environment and resources
4. Undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher

## **KEY TASKS**

1. Undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher
  - 1.1. To communicate the work set by the class teacher to the pupils
  - 1.2. To follow all instructions as directed by the class teacher on the cover form
  - 1.3. To set independent and extended learning tasks previously prepared by the teacher
  - 1.4. To gain experience across all departments
  - 1.5. To develop curricular knowledge as required by the school in order to specialise in subject areas as required
  - 1.6. To observe health and safety regulations
  - 1.7. To promote positive pupil behaviour and conduct
  - 1.8. To apply the school's behaviour management policy and report any difficulties to the class teacher/curriculum leader
  - 1.9. To return work to the class teacher
  - 1.10. To liaise with Teaching Assistants during Cover lessons
  - 1.11. To oversee the use of books and equipment and to ensure that the classroom is left in good order
  - 1.12. To undertake registration and to supervise activities set by the tutor as required

2. Undertake administration tasks and record keeping
  - 2.1. To use the SIMs system to record lesson attendance, behaviour records and rewards
  - 2.2. To complete the feedback form for reporting back to Cover Manager
3. Work as a member of a team
  - 3.1. To attend school/department meetings to contribute to the discussions about individual pupils as and when required
  - 3.2. To attend school assemblies as required
  - 3.3. To take part in training activities offered by the school to further knowledge
  - 3.4. To abide by and work towards all the policies within the school
4. Assist the teaching staff in specific curriculum subjects
  - 4.1. When not required for cover supervision, Cover Supervisors will be directed to work within a subject area to work with small groups or to assist the subject teacher
5. Exam Invigilation
  - 5.1. To invigilate examinations following the exam invigilator guidelines
6. Assist on school trips and with supervision duties
  - 6.1. To accompany teaching staff on educational visits and supervise a group of pupils
7. Undertake Lunchtime Supervision duties
  - 7.1. To supervise lunch breaks as part of the Duty Team for which extra payment will be available.
8. General
  - 8.1. To carry out any other tasks as required
  - 8.2. Maintain a tidy and professional working environment
  - 8.3. Maintain efficient systems
  - 8.4. To carry out the above duties in accordance with the School's Policies and Guidelines.

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- *This job description sets out the duties of the post at the time it was published.*
  - *The hours and the job description may be modified depending on the needs of the Academy Trust*
  - *The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*  
*The priorities for each year will be reviewed against this job description annually through performance management meetings*

**CAVENDISH SCHOOL  
PERSON SPECIFICATION**

<b>JOB TITLE</b>		COVER SUPERVISOR	
<b>GRADE</b>		Single Status Grade 4 Points 9-10	
		<b>Essential</b>	<b>Desirable (Developmental)</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 for Teaching Assistants or equivalent</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• GCSE Maths and English or equivalent</li> </ul>	✓	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A good standard of education, particularly in English and Mathematics</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• An interest or specialism in a curriculum subject area eg: Numeracy, Literacy, Physical Education, Modern Foreign Languages. Science, Arts</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Knowledge of literacy development</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance appropriate to the age and development stage of the students.</li> </ul>		✓
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supporting students in a classroom environment</li> </ul>		✓
	<ul style="list-style-type: none"> <li>• Experience of using Information Technology to support students in the classroom</li> </ul>		✓
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to use language and other communication skills that students can understand and relate to</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to establish positive relationships with students and empathise with their needs</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to demonstrate active listening skills</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to consistently and effectively implement agreed behaviour management strategies</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the student to stay on task</li> </ul>		✓

	<ul style="list-style-type: none"> <li>Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</li> </ul>		✓
	<ul style="list-style-type: none"> <li>Ability to carry out and report on systematic observations of students' knowledge, understanding and skills</li> </ul>		✓
	<ul style="list-style-type: none"> <li>Ability to offer constructive feedback to students to reinforce self-esteem</li> </ul>		✓
	<ul style="list-style-type: none"> <li>Ability to work effectively and supportively as a member of the staff team</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Ability to work within and apply all school policies and guidelines, e.g. Behaviour Management, Child Protection, Health &amp; Safety, etc</li> </ul>	✓	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate commitment to Equal Opportunities</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Willingness to participate in further training and developmental opportunities</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Willingness to maintain confidentiality on all school matters</li> </ul>	✓	
<b>Other</b>	<ul style="list-style-type: none"> <li>An enhanced DBS check will be needed for this post</li> </ul>	✓	

*Please note that we are committed to safeguarding and promoting the welfare of our students and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the school*