



JOB DESCRIPTION & PERSON SPECIFICATION

Role: Cover Supervisor

Scale: 4

Responsible to: Cover Manager

JOB DESCRIPTION

Main Purpose of the Job:

- To provide supervision of classes across the curriculum and age-range in the event of the absence, (planned or unplanned) of the teacher, ensuring that pupils are engaged in pre-set work. They will manage student behaviour and ensure a safe environment.

Main Responsibilities of the Job:

1. In the absence of a teacher, to be solely responsible for supervising a class of students, ensuring they are engaged in learning activity that has been set by a teacher.
2. To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school policy.
3. To support students to engage with the work provided.
4. To liaise with teachers/other relevant staff with regard to work set for the class, and ensure you are suitably equipped and informed to be able to effectively supervise the assigned lesson.
5. To feedback to the class teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered lesson(s).
6. To help monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
7. To support the maintenance of an activity bank, and draw upon this in the event that pupils complete the pre-set work more quickly than expected, in order to ensure that pupils are engaged in constructive activity.
8. To contribute to the development and review of relevant policies (e.g. Cover, Behaviour Management etc)
9. To undertake student registration of a class, as required.

10. To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
11. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
12. To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
13. To assist in the production and maintenance of curriculum resources e.g. reprographics and creation of visual displays in order to ensure a relevant physical learning environment
14. To undertake administrative duties relevant to the role.
15. To invigilate internal and external tests and examinations under formal conditions
16. When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled/qualified.

PERSON SPECIFICATION

| Qualifications | Essential | Desirable | How assessed |
|--|---|-----------|--|
| <ul style="list-style-type: none"> • NVQ Level 3 in Supporting Teaching & Learning (STL). • Able to demonstrate the ability to meet the Level 3 STL Standards relevant to this post. • Level 2 qualifications in maths/numeracy and English/literacy. | ✓ ✓ | ✓ | App/Doc/Ref |
| Experience | Essential | Desirable | How assessed |
| <ul style="list-style-type: none"> • Experience of working with young people in a formal setting without supervision. | | ✓ | App/Ref/Int |
| Skills, Attributes & Knowledge | Essential | Desirable | How assessed |
| <ul style="list-style-type: none"> • Skills and knowledge to deal with student safety and behaviour. • Ability to set high standards to staff and students by personal example. • Ability to work effectively under pressure. • Ability to prioritise and meet deadlines. • Ability to act quickly and decisively. • Commitment to continued personal development. • Demonstrate a commitment to equal opportunities. • A willingness to relate to the local community. • Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing. • Good ICT skills. | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | | App/Ref/Int App/Ref/Int |

App Application form and letter
 Doc Documentation
 Ref References
 Int Interview