

**JOB DESCRIPTION**

Post title: Cover Supervisor

Grade: Grade E

30 hours per week (8.40 am – 3.10 pm includes 30 min unpaid lunchbreak), Term time plus 1 day

Responsible to: Cover Manager

Overall Job Purpose: To contribute positively to the effectiveness of pupil learning through providing cover for absent teachers.

**1. Main Duties**

* Cover supervision for whole classes;
  + Communicating work set by the class teacher to the pupils
  + Supervising completion of the work
  + Managing the behaviour of pupils whilst in class
  + Promoting positive pupil behaviour and conduct
  + Maintaining a positive environment within the classroom
  + Responding to questions and queries from pupils
  + Collecting completed work and returning it to the teacher
  + Reporting any issues and/or concerns that arise
* Marking of work;
  + To undertake routine marking of pupils’ work
  + To mark internal examination papers
  + To mark external papers as appropriate
* Examination invigilation and administering tests
* To assist in the supervision of children on trips/visits.
* To supervise withdrawal groups and detentions.
* To Uphold the school ethos and to work within school policies and procedures.

**2. Support for the School**

* To be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to appropriate person.
* To undertake one break duty per week.
* To participate in training and other learning activities as required.
* To assist with the supervision of pupils out of directed time, including before and after school,if appropriate, and within working hours.
* To accompany teaching staff and pupils on visits, trips and out of school activities as required.
* To ensure that personal development is addressed through accessing appropriate development opportunities and to share learning with others.

**3. Competencies**

**Customer Care**

* To provide quality services that are what our customers want and need.
* To give customers the opportunity to comment or complain if they need to.
* To work with customers and do what needs to be done to meet their needs.
* To inform your manager about what customers say in relation to the services delivered.

**Develop oneself and others**

* To access development opportunities and share learning and experience with others in the Learning Support Team.

**Valuing Diversity**

* To accept everyone has a right to their distinct identity.
* To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation.
* To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

**PERSON SPECIFICATION**

Post title: **Cover Supervisor**

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| **MINIMUM ESSENTIAL REQUIREMENTS** | **HOW ASSESSED** |
| **1. Qualifications/ Experience/Training etc.** | |
| Equivalent Level 3 qualification | Application Form  Interview |
| Training linked to working with youngsters within age range  Active CPD |
| Operational knowledge of SIMS cover module |
| Worked with youngsters across ability and age range |
| Sustained record of successful outcomes |
| Supporting youngsters to break down barriers to learning |
| **2. Skills/Knowledge** | |
| Good communicator written and oral. | Application Form  Interview  Task |
| Performs effectively under pressure. |
| Speaks confidently. |
| High motivational skills and excellent team player. |
| Good organiser and administrator. |
| Contributes to a stimulating working environment. |
| Ability to innovate and think creatively. |
| Works effectively with team and in isolation. |
| Flexible and resilient. |
| **3. Professional Values and Practices** | |
| High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievement. | Application Form  Interview  Task  Application Form  Interview  Task |
| Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners. |
| Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work. |
| Ability to work collaboratively with colleagues and carryout role effectively, knowing when to seek help and advice. |
| Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning. |
| Able to improve their own practice through observations, evaluations, and discussion with colleagues. |
| Reliable high level attendee/timekeeper. |
| Presence; projects self well on first impression. |
| Appearance is smart, clean, maintained. |
| Accessible/approachable. |

**REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently Sharples School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

**Prepared/revised by: Ms A. Webster, Headteacher, September 2019**

**Agreed by Postholder**: **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_