

# Bedford High School

A Business and Enterprise College

To Care To Learn To Achieve



## Job Description

<b>Role Title:</b>	<b>Cover Supervisor</b>		
<b>Job purpose:</b>	To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff will also supervise whole classes during the short term absence of teachers, maintaining good order and keeping students on task.		
<b>Reporting to:</b>	Teachers/senior staff – teaching and non-teaching		
<b>Responsible for - Staff</b>	None		
<b>Liaising with:</b>	Students, teachers, senior staff, parents/carers, visitors to the school.		
<b>Grade of post/Salary:</b>	G4 Pro Rata	<b>Gauge ref:</b>	
<b>Status:</b>	Permanent		
<b>Working Time:</b>	Term time plus one week, 30 hours per week, core hours Monday to Friday		
<b>Disclosure level:</b>	Enhanced		
<b>Date:</b>	September 2019		

## Job Outline

- To supervise pre-prepared activities in the short term/unplanned absence of the teacher.
- To communicate to students the work set by the teacher.
- To oversee distribution of books, equipment, worksheets as directed by the teacher.
- To communicate feedback to the teacher from the covered lesson to the teacher using forms as required.
- To manage the behaviour of students whilst they are undertaking work with them according to individual needs.
- To promote the inclusion and acceptance of all students.
- To promote good Student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To assist with the supervision of students out of lesson times, including before and after school, lunch and break times as may be reasonably directed.
- To accompany teaching staff and students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- To support and make use of the schools disciplinary and reward system.
- To undertake exam/test invigilation.
- To support the administration/office function when not required for cover duty.

### **Other Specific Duties**

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

To support in classrooms as a Teaching Assistant as and when appropriate.

### **Health and Safety Training**

To undertake Health and Safety Training on areas within the designated work area.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Person Specification / Selection Criteria**  
**Cover Supervisor**

**A. Experience**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b> A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of working with children of a relevant age	E		A, I

**B. Training and Qualifications**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
NVQ level 2 or equivalent qualification or comparable level of experience	E		A, I
Good standard of numeracy & literacy skills	E		A, I
Willingness to undertake further relevant training	E		I
Willingness to undertake basic first aid		D	A, I

**C. Knowledge and Understanding**

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Knowledge of how to use relevant equipment/resources including ICT packages	E		A, I
Understanding of the national/foundation stage curriculum and other basic learning programmes		D	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I
Knowledge of Health and Safety		D	A, I
Understanding of the principles of child development and learning processes	E		A, I
Knowledge of the policies/codes of practice and awareness of relevant legislation	E		A, I

#### **D. Personal Skills, Abilities and Competencies**

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to use different approaches to deal with whole classroom and individual behaviour		D	A, I
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities	E		A, I
Ability to deal with minor injuries		D	A, I

#### **E. Legal Issues**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I