

# JOB DESCRIPTION



<b>JOB TITLE:</b>	Cover Supervisor
<b>JOB PURPOSE:</b>	To provide classroom supervision of students during short term absence of teaching staff To communicate effectively and professionally with all levels of staff, external organisations, students and parents To support the policies and practices which reflect the schools commitment to high achievement and effective teaching and learning
<b>LINE MANAGEMENT:</b>	Reporting to – PA to Headteacher/Business Manager/ Headteacher
<b>CURRICULUM LINK:</b>	Assistant Headteacher – Teaching & Learning
<b>RESPONSIBLE FOR:</b>	N/A
<b>LIAISING WITH:</b>	Governing Body, Headteacher, Business Manager, Senior Leadership Team, teachers and support staff, students, DfE, LA representatives, other external agencies and parents, local politicians, community and business representatives.
<b>SALARY SCALE:</b>	Grade 4
<b>WORKING TIME:</b>	29 hours per week, Term time only plus 1 INSET day (38.2 w/p/a)
<b>WORKING HOURS:</b>	8.30am to 2.00pm Mon; 8.30am to 3.00pm Tue to Friday
<b>DBS DISCLOSURE:</b>	Enhanced

# **GENERAL OVERVIEW OF DUTIES AND RESPONSIBILITIES:**

## **ADMINISTRATION, PERSONNEL & TECHNICAL FUNCTIONS**

1. Provide initial classroom supervision in the absence of a qualified teacher.
2. Ensure students are managed and supervised in line with the whole school behaviour policy.
3. Ensure that work set by the teacher is communicated and undertaken to the required standard by the students so that tasks can be completed effectively.
4. Oversee the distribution and collection of books and equipment as appropriate.
5. Ensure that work completed is returned to the teacher.
6. To assist departments with displays and resources when not required for cover.
7. Provide administrative support as required.
8. Assist in the supervision of students on school visits and trips including timetabled school sessions when required.
9. Ensure observation of the school health and safety policy and regulations.
10. Undertake other student supervision duties as and when required. Payment for these duties will be made separately.

## **GENERAL**

1. Ensure that members of the relevant team are kept informed of service requirements and standards.
2. Communicate effectively (as and when required) both internally and externally. This may typically include other team members, staff, parents, LA, partner schools, higher education, industry, relevant external organisations and agencies.
3. Help foster a positive culture by upholding the vision and aims of the school.
4. Work co-operatively with, and in support of everyone at the school.
5. Work with students and staff in courteous, caring and responsible manner.
6. Work with visitors in such a way that it enhances the reputation of the school.
7. Play a full part in the life of the school community, support its distinctive mission and ethos, promote the school's image and encourage staff and students to follow this example.
8. Help support the LEARN agenda.
9. Ensure compliance with legal, regulatory, ethical and social requirements (this may include legal requirements for worship).
10. Support the school in helping to prepare for external inspections (i.e. OFSTED, Church)
11. Contribute to the school development plan and attend inset training as and when required.
12. Promote actively and follow the school's policies including equality, health & safety and safeguarding, and if required undertake necessary risk assessments where appropriate.
13. Protect the School environment by making sure working areas (including classrooms, shared areas, stockrooms and workstations) are tidy, clutter free and safe to use.
14. Adhere to and support the school's staff dress code.
15. Adhere to and support the school's staff routines policy.
16. As a user of the school's network, comply with the school's IT Code of Practice and understand that the school may monitor your emails and internet activity.
17. Comply with the schools policy on Data Protection/GDPR being particularly careful with sensitive personal information about children and the school.

18. Ensure that documentation is provided as and when required (this may typically include a DBS certificate, evidence in support of your job application, emergency contact details, personal banking information in order to make payments to you, medical certificates when you are absent and vehicle insurance details if you are intending to use your vehicle for work)
19. Undertake any other reasonable duties commensurate with the grade and job title as directed by the Headteacher.
20. Staff with term time contracts should wherever possible take holidays during school closure times. Requests to take holidays during term time will be treated on an individual basis. However in order to minimise disruption to the school, management reserves the right to refuse any requests from staff wanting to take holidays during term time.

## **SIGNATURES**

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 below 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.

Signed.....  
Post holder

Dated.....

Signed.....  
Business Manager

Dated .....

## Person Specification

	ESSENTIAL/ DESIRABLE	SOURCE
<b>QUALIFICATIONS &amp; ATTAINMENTS</b>		
NVQ Level 2 related qualification (i.e. cover supervision/ teaching assistant).	E	A
GCSE English and Maths (A to C) or equivalent	E	A I R T
<b>EXPERIENCE</b>		
At least two years experience of working with students	E	A I
Minimum of 1 years recent experience of working in a similar capacity	E	A I R P
Able to cope with pressure of workload and timescales/deadlines	E	A I R P
Good communication skills (both written and verbal)	E	A I R P
Use of internet and related learning resources	D	A I
A successful track record of innovation and forward thinking approach to the management of change	D	A I R
<b>SKILLS/KNOWLEDGE</b>		
Basic knowledge and understanding of Education and child protection issues. e.g. Every Child Matters	E	A I R T
Can demonstrate good numeracy and literacy skills	E	A I R T
Ability to communicate effectively and relate well with a wide range of children and adults with varying abilities and needs	E	A I R T
Ability to relate to and command with confidence a wide range of educational issues.	E	A I
Ability to work constructively as part of a team and be aware of your own and the wider team objectives and goals	E	A I
Ability to plan and manage your own workload and meet deadlines	E	A I
Ability to work alone with minimum supervision	E	A I
Understanding of financial regulations and procurement of goods and services	E	A I R T
Can demonstrate good basic I.T skills and ability to use Word and basic database programmes	E	A I R T
Ability to accurately record and collate information and data and produce written reports	E	A I R T
Ability to undertake general administrative duties within set deadlines	E	A I
An awareness of current issues facing schools and education	E	A I
An appreciation of the different levels of accountability within the school, Governing Body, LA and DCSF	D	A I
Familiarity with performance management requirements and procedures	E	A I
Proven ability to identify opportunities for improvement in services	E	A I R
Excellent organisation and time/resource management skills	E	A I T
Excellent communication and interpersonal skills	E	I P
<b>QUALITIES</b>		
Commitment to and the ability to support the distinctive ethos of the school	E	A I
A personal and friendly nature	E	I R
Resilience and confidence to work efficiently in a busy and demanding environment	E	I R
Proven ability to establish and maintain contact with a broad spectrum of individuals and external agencies	E	I R
Maintain confidentiality where appropriate	E	I R
Adaptable, flexible, diplomatic, tactful and committed to success	E	I R
Willingness to work occasional unsocial hours	E	I
<b>STAFFING</b>		
An understanding of good practice concerning recruitment	E	I
A willingness to develop, promote and participate in employment policies and procedures	E	I
A commitment to equality of opportunity and fair treatment of all staff and students	E	I
A willingness to undertake training to complete training needs	E	I
An ability to identify training needs	D	I
An ability to make a contribution to the design and delivery of a programme of staff development	D	I

<b>PERSONAL QUALITIES</b>		
Tact and a sense of humour	E	I
Good attendance record	E	A R
<b>CORPORATE RESPONSIBILITY</b>		
Willingness to comply with the school's policies i.e. Equal Opportunities, Health & Safety	E	I
Willingness to continue personal development in relevant area	E	I
Willingness to participate in the staff review and development process	E	I
<b>APPLICATION</b>		
Accurate completion of school application form	E	A
Letter which addresses person specification, evidence in letter and application	E	A
High standards in spelling and writing	E	A

Source      A      = Application form  
                  I      = Interview  
                  R      = Reference  
                  T      = Test  
                  P      = Presentation