



Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Post Title: Cover Supervisor

Reporting to: Assistant Headteacher / Secondary Data Lead

Purpose

Supervising whole classes during absence of teachers. To provide learning activities for classes under the direction and supervision of the class teacher. The post holder will need to ensure good behaviour of the students and make sure the students engage in the learning activity. The cover supervisor will be required to respond to students' general questions and give feedback to the teacher on broad issues such as behaviour but will not be expected to undertake detailed planning, preparation, delivery or assessment of students' progress and development.

To supervise lessons, including the entry and dismissal of classes during the absence of a teacher, e.g. when the teacher is absent for PPA time, involved in In-service training, absent on school business or absent owing to medical or personal commitments.

Main Duties and Responsibilities

- To deliver tasks and activities as detailed by the teacher or Head of Department.
- To appropriately supervise students whilst they are carrying out these tasks, responding to any questions and providing support or explanation where appropriate.
- To ensure that all students are enabled to access and complete the tasks set, being mindful of any SEN needs.
- To collect any completed work to pass on to the teacher.
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- To pass on appropriate feedback, as agreed with the teacher, following the lesson.
- To deal any immediate issues or emergencies in accordance with the Academy's policies.

Accountability

- Ensure that all children are safely in the classroom at the beginning of school sessions.
- Oversee the work set by the class teacher and where appropriate support individual students in the completion of work set.
- Ensure that all pupils clearly understand the instructions for the work set.
- Supervise and support pupils, maintaining good order and discipline and ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Supporting individual students in the completion of work set.
- Liaising with the absent teacher or Head of Department regarding progress of students and offering relevant feedback regarding completion of work and behaviour.
- Liaise with Heads of Faculty/Department regarding cover work.
- Register tutor/form groups in the absence of the tutor.
- Encourage the development of a positive attitude towards the school from all pupils.
- Participate in whole school development of a Pastoral system and Behaviour Policy.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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

Signed..... Date.....
Employee

**Cover Supervisor
Person Specification**

	Essential	Desirable
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Qualifications

NVQ Level 3 or equivalent qualification or experience	*	
Good numeracy/literacy skills	*	

Experience

Experience working with children of relevant age	*	
Full working knowledge of relevant policies/codes of practice and general awareness of relevant legislation.	*	
Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment	*	
Understanding of principles of child development and learning processes and in particular, barriers to learning.	*	

Skills / Awareness

Necessary skills to manage classroom activities and the physical learning spaces safely	*	
Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.	*	
An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving	*	
Organise and keep effective records.	*	
Excellent communication skills, both verbal and written. Good interpersonal skills with children and adults.	*	
The ability to critically evaluate own performance	*	
Flexible with effective time management skills	*	
Willingness to utilise the possibilities of ICT in the development of the post	*	

	Essential	Desirable
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Behaviour & Related Characteristics

Ability to relate well to children and adults	*	
Calm and patient with children.	*	
Ability to work within a team.	*	
Enthusiastic and flexible.	*	