



JOB DESCRIPTION

JOB TITLE: **Cover Supervisor**

Purpose:	<ul style="list-style-type: none">• To supervise whole classes during the short-term absence of the class teacher• To ensure that the tasks pre-prepared by the absent teacher are carried out by the students and that the School's Behaviour Management Policy is followed
Reporting to:	SLT member with oversight of cover arrangements
Responsible for:	
Liaising with:	SLT Cover Administrator Teaching staff Students
Working Time:	8:15 to 15:05 (To include 45 minute unpaid lunch break) 30 hours a week – Monday - Friday Term time only (38 weeks)
Salary/Grade:	Support Staff Grade 6: Pt 13 to Point 20
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	January 2023



MAIN (CORE) DUTIES	
<p>The specific duties and responsibilities pertaining to the Cover Supervisor are to be read in conjunction with the School's Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.</p>	
<p>Support for Staff</p>	<p>To act on behalf of the teacher in ensuring the health and safety of students in the classroom.</p> <ul style="list-style-type: none"> • To collect completed work and return it to appropriate class teacher or Head of Faculty/ Department as requested. • To report back to class teacher or Head of Faculty/Department on issues arising from the lesson, passing on any positive student performance or concerns. • To cover for morning or afternoon registration. • To invigilate examinations. • To escort and supervise pupils on educational visits and out-of-school activities. • To ensure presence of suitable cover work prior to the lesson for known absences and report any issues to the Cover Administrator. • To feedback issues with cover work set for unknown absences to the Cover Administrator.
<p>Support for Students</p>	<ul style="list-style-type: none"> • To supervise classes or groups of students for whom work has been set, establishing and maintaining positive and productive working relationships with students. • To assist students in understanding the work set in order to minimise the effect of the teachers' absence upon their learning and progress. • To liaise with Learning Assistants and support their deployment in line with the teaching staff member's guidance; • To promote high standards of behaviour and follow Behaviour for Learning guidelines at all times. • To maintain the classroom learning environment such that it is conducive to student learning and left neat and tidy for use by subsequent classes using the room. • To register students for all lessons and to log praise, incidents, lateness and undertake administration in the lesson as requested. • To provide additional assistance in the classroom if not required for cover at any time, which may include supporting students with SEND or undertaking other administrative duties as appropriate as directed by SLT cover oversight or a member of the senior team
<p>Administration</p>	<ul style="list-style-type: none"> • If not required for cover, provide additional assistance by undertaking administrative duties as appropriate as directed by the SLT cover oversight or a member of the senior team



	<ul style="list-style-type: none"> If not required for cover, support the wider functioning of the school including cover for Learning Assistants, exam invigilation and faculty support.
Other related duties	<ul style="list-style-type: none"> To undertake relevant training and professional development activities.
Essential Skills & Qualification	<ul style="list-style-type: none"> The ability to use initiative to respond independently, as appropriate, to unplanned or unexpected situations arising in the classroom Experience of working with children. Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English. Understanding of the curricular requirements of the school, these to include statutory requirements. Competence in the use of ICT to support teaching and learning. Ability to work with a minimum of supervision and within a team. Ability to manage pupils in a classroom setting.
Essential personal attributes	<ul style="list-style-type: none"> Ability to work as part of a team and on own initiative and with resilience. Self motivating with the ability to multi-task Good interpersonal skills - the ability to enthuse and motivate others. Good communication skills - ability to work with people at all levels. Flexible and adaptable
Practical Skills	<ul style="list-style-type: none"> Ability to communicate with young people, both individually and in a group setting. Able to develop and maintain close links and work effectively with staff both within and beyond the school, for example, staff from external supply agencies Able to gather information and produce reports Confident basic user of ICT. Must be numerate. Good planning and organisational skills and a flexible approach to the management of work. Excellent communication skills both written and oral. Ability to prioritise own workload
Staff Development	<ul style="list-style-type: none"> To take part in the school's staff development programme by participating in arrangements for further training and professional development. To engage actively in the Performance Management Review process.
EMPLOYEE RESPONSIBILITIES:	



- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- To support the school in meeting its legal requirements for worship.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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 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.

HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



VERIFICATION

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

Agreed : _____ (Postholder) **Date:** _____

Agreed : _____ (Line Manager) **Date :** _____

Agreed : _____ (Headteacher) **Date :** _____

December 2022