



## **JOB DESCRIPTION**

<b>Job Title:</b>	Cover Supervisor
<b>Salary:</b>	TPAT Point 9
<b>Responsible to:</b>	Headteacher / Senior Leadership Team / Cover Manager
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External:</b>	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies, Department for Education, Funding Bodies, Suppliers of Goods & Services & Visitors

### **Main Purpose of the Job:**

To provide high quality and effective cover supervision across all age groups in a range of classes and subjects in response to unforeseen short-term and medium term teacher absence or to cover PPA or SEN, ensuring that pupil/student behaviour meets the school's expectation, good order is maintained in the classroom and pupils/students keep to task. To work under the guidance of teaching/senior staff within an agreed system of supervision.

### **Main Duties and Responsibilities:**

#### **Day to Day Activities will include:**

- Supervising work that has been set in accordance with the school policy;
- Managing the behaviour of pupils while they are undertaking this work to ensure a constructive environment;
- Responding to any questions from pupils about process and procedures;
- Dealing with any immediate problems or emergencies according to the school's policies and procedures;
- Collecting any completed work after the lesson and returning it to the appropriate teacher;
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

#### **Key Duties:**

- To liaise with the Headteacher or Heads of Departments with regard to distributing resources and suitable teaching materials which relate to the relevant curriculum/subject area and stage of progress of the pupils/students;
- To lead the lesson and fully engage pupils/students in pre-planned work with associated teaching resources. To provide individual and whole class support and to supervise pupils/students appropriately whilst recognising and responding to their individual needs;
- To respond to questions from pupils/students relating to the instructions and lesson materials/content and process for completion of pre-planned work and the recognised school procedures;

- To collect pupils'/students' work at the end of the lesson (if applicable) and return to the appropriate teacher or teacher's representative in accordance with the school's teacher cover policies and procedures;
- To be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources accounted for and stored securely when not in use;
- To support the use of ICT in learning activities and develop pupils'/students' competence and independence in its use;
- To promote positive values, attitudes and good pupil/student behaviour, dealing promptly with conflict and incidents in line with the school's behaviour management policies and encourage pupils/students to take responsibility for their own behaviour;
- To apply rewards and sanctions as appropriate in line with the school's policy, giving praise and recognition for good work, effort and progress;
- To deal with any immediate problems or emergencies that may occur in the class whilst covering the teacher's absence in accordance with the school's recognised policies and procedures;
- To be responsible for keeping and updating records as agreed with the teacher and to report back to the teacher (or appropriate representative in the teacher's absence) any issues that may have arisen including problems with pre-planned work, behavioural issues, concerns etc;
- To carry out administrative tasks associated with all of the above duties;
- To attend teacher training and faculty meetings as appropriate to ensure that teaching skills are kept up to date and that the school's policy for teaching and learning is applied consistently in all covered lessons;
- To actively and pro-actively teach and lead the covered lesson in accordance with the plan provided, assessing pupils'/students' progress during the lesson, providing verbal feedback to pupils/students, adapting the lesson plan in response and ensuring the high quality of teaching is maintained;
- In any circumstance where cover work cannot be provided, to pro-actively source appropriate resources and plan to deliver a lesson consistent with the needs of pupils/students and school policies to ensure continuity of learning for pupils/students and that good progress is made;
- In the case of longer term teacher absence, to liaise with the Head of Department to ensure appropriate planning and resource allocation in response to pupil/student progress in previous lessons, providing for continuity in learning over a series of lessons;
- To provide cover for tutors in response to organisational needs, providing mentoring and guidance for pupils/students, intervention to support high attendance and good behaviour, and to remove any barriers to learning. To liaise with the tutor to ensure strong communication with regard to pastoral matters. To provide a high quality tutor session in accordance with the school's planned programme for tutor time;
- To contribute to the overall ethos of the school and be aware of and adhere to applicable rules, regulations, legislation and procedures including the school's equal opportunities policy and code of conduct, national legislation (including health and safety, data protection) and child protection policies and procedures;
- To maintain confidentiality of information acquired in the course of undertaking duties;
- To undertake other duties appropriate to the grading of the post as required.

#### **General / Other**

- To ensure that pupils/students needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils/students at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;

- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.



## PERSON SPECIFICATION – Cover Supervisor

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	<p>Attainment of GCSE's grade C or above in English &amp; Maths (or able to demonstrate equivalent numeracy/literacy skills to a level 2 standard of education)</p> <p>Pupil behaviour management training</p> <p>NVQ 3 for Teaching Assistants or equivalent qualifications or proven experience</p> <p>Level 2 Award in Support Work in Schools or equivalent</p>	<p>Level 2 Certificate in Supporting Teaching and Learning in Schools</p> <p>Training in the relevant strategy/ies or curriculum areas</p> <p>Teaching Qualification or HLTA qualification or equivalent</p> <p>Appropriate first aid training</p>	Application Certificates
<b>Skills and Experience</b>	<p>Experience of actively and pro-actively teaching and leading the covered lesson in accordance with the plan provided</p> <p>A proven track record of working with pupils of the relevant age in a learning environment</p> <p>In the absence of work provided, able to source appropriate resources &amp; plan to deliver a lesson as and when required</p>	<p>Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups</p>	Application Interview Assessment
<b>Specialist Knowledge and Skills</b>	<p>Up-to-date ICT skills</p> <p>Good listening &amp; communication skills</p> <p>Knowledge of specific curricular areas or key stages</p> <p>Ability to build good working relationships with both pupils and adults</p> <p>Ability to manage groups of pupils and deal with challenging behaviour</p> <p>To be highly flexible</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p>	<p>Awareness of the SEN Code of Practice and guidance on meeting SEN</p> <p>Fully meets the nationally recognised HLTA standards</p> <p>Practical skills relating to planning &amp; utilising individual learning programmes</p>	Application Interview Assessment

	Demonstrates an awareness, understanding and commitment to equal opportunities		
<b>Behaviours and Values</b>	<p>Enjoy working with young people</p> <p>Self-motivated and able to work constructively as part of a team</p> <p>Understanding of principles of child development and learning processes</p> <p>Ability to work to deadlines and methodical approach to work</p> <p>Flexibility &amp; creativity</p> <p>Patience and a sense of humour</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p>

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