



JOB DESCRIPTION

Job Title:	Cover Supervisor
Grade:	F
Hours:	34 hours per week (Term Time Only)
Responsible to:	Senior Cover Supervisor
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> : Headteacher, Subject Leaders, Attendance/Staff Cover Administrator, teachers, students, teaching support staff, SENCOs. <u>External:</u> Governors, parents.

Main Purpose of Job

To provide effective cover supervision in a range of classes and subjects in response to unforeseen short-term teacher and teaching assistant absence, ensuring good order is maintained in the classroom and students keep to task. To work under the guidance of teaching/senior staff within an agreed system of supervision.

Duties and Responsibilities

1. To establish constructive relationships and effectively communicate with teaching staff and Subject Leaders with regard to cover requirements for short-term teacher absence.
2. To build and maintain supportive relationships with students, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all students.

3. To attend whole staff briefing meetings, school based inset and other communication meetings as required.
4. To assist students in developing knowledge and skills through use of the pre-set work and teaching resources provided. To take into account the learning support involved to aid the students to learn as effectively as possible.
5. To provide instructions to students with regard to pre-set activities for the class as provided by the Subject Leader or teacher in the event of the usual class teacher's absence.
6. To respond to questions from students relating to pre-set work to ensure a constructive working environment.
7. To work within a framework set by the teacher, ensuring feedback to students and colleagues is appropriately planned.
8. To supervise students undertaking effective self-directed learning where appropriate, to support the use of ICT in learning activities and to develop students' competence and independence in its use.
9. To support students consistently whilst recognising and responding to their individual needs.
10. To encourage students to interact and work co-operatively with others and engage all students in activities.
11. To collect students' work at the end of the lesson and return to the appropriate teacher or teacher's representative in accordance with the school's teacher cover policies and procedures.
12. 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.
13. To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with the school's behaviour management policies and encourage students to take responsibility for their own behaviour.

14. To supervise and manage students' behaviour whilst covering teacher absences in accordance with the recognised behavioural standards to ensure an orderly and constructive environment for the class.
15. 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.
16. To be responsible for keeping and updating records as agreed with the teacher.
17. To check and record student attendance and absences. To report all absences in accordance with the school's recognised absence reporting procedures.
18. To provide objective and accurate feedback and reports as required to the teacher regarding student achievement, progress and other matters.
19. To report back to the teacher (or appropriate representative in the teacher's absence) any issues that may have arisen including problems with pre-set work, behavioural issues, concerns etc.
20. When teacher cover is not required, to provide additional classroom support, as directed.
21. To be part of the school's duty rota, as directed.
22. To carry out administrative tasks associated with all of the above duties.
23. To remain aware and work within all relevant school working practices, policies and procedures.
24. To contribute to the overall ethos of the school.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.

2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: April 2024

Updated by: Senior HR Officer



PERSON SPECIFICATION

Job Title: Cover Supervisor

Department: SMART Trust

Attributes	Essential	Desirable	How identified
Relevant Experience	Experience/understanding of working with students of the relevant age in a learning or pastoral environment.	Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist student groups.	Application form/ interview.
Education and Training	Attainment of GCSE's grade C or above in English & Maths (or able to demonstrate equivalent numeracy & literacy skills to a level 2 standard of education). NVQ 3 for Teaching Assistants or equivalent qualifications or experience.	Student behaviour management training. Training in relevant strategies or curriculum areas. Appropriate first aid training.	Application form/ interview.
Knowledge and Skills	Up-to-date ICT skills. Good listening & communication skills. Knowledge of specific curricular areas or key stages.	Awareness of the SEN Code of Practice and guidance on meeting SEN. Fully meets the nationally	Application form/ interview.

	Practical skills relating to planning and utilising individual learning programmes.	recognised HLTA standards.	
Any Additional Factors	<p>Self-motivated and able to work constructively as part of a team.</p> <p>Ability to relate well to children and adults.</p> <p>Understanding of principles of child development and learning processes.</p> <p>Ability to work to deadlines and methodical approach to work.</p>		Interview.

Date Updated: April 2024

Updated by: Senior HR Officer