



## Job Description

<b>Position:</b>	Cover Supervisor
<b>Responsible To:</b>	Assistant Headteacher
<b>Responsible For:</b>	N/A
<b>Grade:</b>	SC4
<b>Working Pattern:</b>	32.5 hours per week Term time only
<b>Disclosure Level:</b>	Enhanced DBS

### **Core purpose of the post:**

Cover lessons in the absence of the timetabled teacher, supervising the delivery of the established cover work by effectively communicating the work set to students.

Provide additional support to the Pastoral Team, or to carry out administrative tasks, under the direction of the Assistant Headteacher: Teaching and Learning.

### **Duties and responsibilities attached to this post are as follows:**

1. Supervising work that has been set, in accordance with the school policy.
2. Managing the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
3. Dealing with any immediate problems or emergencies according to the school's policies and procedures.
4. Collecting any completed work after the lesson and returning it to the appropriate teacher.
5. Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising.

### **Covering Lessons**

1. To take a class register, using the school SIMs system or, if not available, to complete a printed register handed in to the School Office for all classes covered.
2. If there is an assembly, to accompany the class to their required location and ensure that they take their correct places.
3. To ensure that the work left by the absent teacher is delivered to the class.
4. To assist students in performing the set tasks by providing practical advice and guidance.
5. To use rewards and sanctions in accordance with school policy.
6. To ensure that school policy relating to classroom management and discipline, as outlined in the Staff Handbook, is adhered to in the classroom.
7. To be familiar with the school's health and safety policy and fire drill procedures in order to secure the safety of the students.
8. To be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection and to report all concerns to an appropriate person.
9. To use on-call when additional help is required in the classroom.
10. To check the register bag for important notices and letters to be handed to students that day.



11. To read the cover work for the day before lessons begin (where possible) and ensure that you have the materials needed to supervise the classes.
12. To enable orderly entrance and exit of classrooms.
13. To promote the inclusion and acceptance of all students within the classroom.
14. To create a calm and purposeful environment in which students can complete work set by the classroom teacher and engender high expectations.
15. To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
16. To collect any completed work after the lesson and return it to the appropriate teacher.
17. To liaise with teacher(s) about cover work.
18. To be aware of particular students specific needs.
19. To provide feedback on each lesson to the absent teacher.
20. To alert the Leader of Learning (or Cover Administrator if LoL absent) to any problems in classes and the action you have taken.

### **Other duties**

When not required as a cover supervisor, you will be required to duties in other areas of work of the school:

1. Help with the support of individual students with regard to behaviour, including supervision of internally excluded students when appropriate.
2. Assist with duties relating to the pastoral care of student.
3. Carry out administrative tasks including offering support with displays, typing, filing and record keeping.

### **Wider responsibilities**

1. To undertake exam invigilation, as required.
2. To undertake half an hour of lunchtime supervision as required.
3. Assist with the supervision of students out of lesson time, including before and after school and at break times.
4. Supervise pupils on visits, trips and out-of-school activities as required.
5. Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money etc.

### **General**

1. To actively support the vision, ethos and policies of the School.
2. To promote and safeguard the welfare of children you come into contact with.
3. To carry out other duties as are required and as are commensurate with the grade of the post.
4. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

### **Special Notes and Conditions**

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.*



## **Person Specification**

### **Essential / Desirable (D)**

#### **Qualifications**

- A Levels or equivalent
- GCSE English – A\*-C / 9-4
- GCSE Maths A\*-C / 9-4

#### **Professional Knowledge and Experience**

- Understanding and/or experience of current developments in secondary education.
- Understanding and experience of child protection and safeguarding issues.

#### **Able to:**

- Liaise with teaching staff and work in co-operation with colleagues.
- Motivate students through the use of a variety of methods and the setting of appropriate goals and monitoring of progress.
- Liaise with parents appropriately and in a timely manner.
- Communicate effectively orally and in writing.
- Encourage students to the highest standards of individual achievement.
- Use ICT with a broad range of ICT skills

#### **Committed to:**

- Providing students with a first-class education
- A collaborative school vision of excellence and equity that sets high standards for every student
- Inclusion and the ability and right of all to be the best they can be.
- The continuing learning of all members of the school community.
- A willingness to learn and ask for support.
- The developing and sustaining of a safe, secure and healthy school environment.
- Effective team work within the school and with external partners.
- Involvement of parents and the community in supporting the learning of children and in defining and realising the school's vision.
- Supporting the full life of the school.

#### **Personal qualities**

- Ability to relate to young people and their parents/carers, from different ethnic and social backgrounds, and have the ability to liaise with parents, teachers and other professionals.
- Energy, patience, a sense of humour, and a resilient disposition.
- Empathy and commitment to providing a supportive environment for students.