

Post title: Cover supervisor (32.5 hours per week, term time only)

Pay range: NJE Grade 3 (5-7) –

£23,500-£24,294 FTE

Line manager: Workforce and Communications Manager



Main purpose of the job

- To provide cover supervision, in the absence of the assigned classroom teacher, and support the educational needs of the pupils in accordance with directions and planning provided

Duties and Responsibilities

Support for the school

- Liaise with the workforce and communications manager at the start of the working day to establish commitments
- Supervise a class in the absence of the teacher under the guidance of a qualified teacher
- Ensure that work set for pupils is given out along with appropriate resources, instructions and guidance
- Pro-actively support pupils in completing the set work
- Adapt resources if the need arises
- Ensure that pupils conduct themselves in line with the school's behaviour policy
- Complete any documentation needed as part of the above
- Collect in completed work and resources
- Seek support, guidance and advice when needed to ensure the efficient undertaking of duties
- Undertake examination invigilation in line with school procedures
- Assist with the supervision of individual pupils
- Accompany staff and pupils on visits, trips and out of school activities



"A dedicated team of staff, coordinated by the designated safeguarding leader, supports vulnerable pupils. These staff work with determination and sensitivity"
OFSTED MAY 2018

Behaviour and safety

- Support a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies; using praise, sanctions and rewards consistently and fairly
- Be a positive role model and demonstrate the positive attitudes, values and behaviour that are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners

Fulfil wider professional responsibilities

- Work under the direct instruction of senior staff to support access to learning for pupils and provide general support to the school and teachers in the day to day management of pupils and the classroom
- Set a good example in terms of conduct, professional appearance, punctuality and attendance
- Maintain a purposeful and calm atmosphere
- Communicate effectively with parents and carers regarding pupils' achievements and wellbeing using school systems and processes
- Make a positive contribution to the wider life and ethos of the school

Professional development

- Regularly review the effectiveness of your deployment and its impact on pupils' progress, attainment and wellbeing, and responding to advice and feedback from colleagues
- Be responsible for improving your practice through training and development opportunities identified by the school, or as developed as an outcome of your professional targets
- Participate in training, learning activities and professional development

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the postholder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

This post is subject to an enhanced DBS criminal record check and an online search

Person Specification – Cover supervisor

	Essential	Desirable
Qualifications and Training		
Good general education, including GCSE maths and English, grade C or above	✓	
First aid training		✓
Experience		
A wide range of mentoring skills		✓
High quality communication with pupils of all abilities	✓	
Suitable experience in working with, and supporting the needs of, young people	✓	
Experience working in a school environment		✓
Use of ICT including Excel, Microsoft Office and Google workspace		✓
Personal Qualities		
Highly motivated, self-reliant and well organised	✓	
High standards of professionalism, confidentiality and personal presentation, with an excellent record of attendance and punctuality	✓	
Co-operative and positive	✓	
Adaptable, open to change, and willing to take on challenges with enthusiasm	✓	
Willing to undertake additional duties as and when required to ensure the smooth running of the school	✓	
Skills and Abilities		
Excellent interpersonal skills to ensure professional and supportive relationships and teamwork are developed	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to manage and direct own workload to meet deadlines, and maintain a good work/life balance	✓	
Good creative positive approach to solving challenges	✓	
Ability to manage pupil behaviour calmly, proactively and with the needs of the child in mind	✓	
Ability to liaise appropriately and effectively with teachers in order to support pupil progress	✓	
Excellent communication skills	✓	
Awareness of safeguarding issues	✓	
Equal Opportunities		
Understanding of different social backgrounds of pupils	✓	
Full commitment to community cohesion and inclusion	✓	

