

Job Description and Person Specification	
Job Title	Cover Supervisor
Department	Taverham High School
GR Number	9006
Grade	E
Responsible to	Responsible to Cover Manager
Effective Date	January 2018

Role and Context	
Job Purpose	<ul style="list-style-type: none"> To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep pupils on task while maintaining good order. Cover supervisors can respond to general questions and provide general feedback to the teacher.
Context	Job family: Classroom and Pastoral

Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
Support for pupils	
Supervise pupils while they are engaged in learning activities and deal with immediate problems and emergencies.	1
Manage pupils' behaviour within the ethos and behavioural policies of the school.	2
Set high expectations of conduct whilst acting as a role model.	3
Respond to pupil queries on procedures while keeping pupils on task.	4
Promote the inclusion and acceptance of all pupils within the classroom within the school's policies and procedures of equal opportunities.	5
Support for teachers	
Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of pupils.	6
Collect and pass on any completed work.	7
Maintain and pass on any appropriate records as agreed beforehand with the teacher.	8

Principal Accountabilities (Continued)	
Accountability	Order of importance
Provide support and assistance to teaching staff in large examinations or test groups.	9
Support for the curriculum	
Support the use of ICT within the lesson as appropriate.	10
Understand and ensure appropriate organisation/use of the classroom, equipment and resources.	11
Support for the school	
Accompany groups of pupils on school trips ensuring their health and safety (to be at discretion of lead teacher).	12
Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.	13
Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.	14
Participate in training and other learning activities as required.	15
Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Headteacher/Senior Teacher.	16

Person specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Good Literacy and Numeracy skills and to NVQ 2 level is highly desirable; • Good general level of education and to NVQ 3 level is highly desirable. 	
Experience	
<ul style="list-style-type: none"> • Experience of working in a support capacity in a school with pupils of relevant age or in an appropriate learning environment. • Basic knowledge of first aid and willingness to be first aid trained. • Understanding relevant policies and procedures. 	<ul style="list-style-type: none"> • Working knowledge and skills of ICT to support learning (highly desirable).

Person specification (Continued)

Skills/knowledge

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| <ul style="list-style-type: none"> • Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment. • Ability to encourage pupils to learn using pre-set material and to be sensitive to the needs and abilities of all students. • Ability to undertake varied duties and support the wider objectives of the school. • Ability to demonstrate limits of responsibility. • Ability to work under direction of different people and as part of a team. • Good communication skills with people at all levels. • Ability to gain respect of pupils through manner of confidence and authority. • Able to organise own workload in the context of varied tasks. • Able to work calmly under pressure, be flexible and adaptable to the changing needs of a school. • To be positive in approach to all aspects of the role and show honesty and integrity in conduct. • Ability to critically evaluate own performance and make any necessary changes to be more effective. • Invigilate exams if required. | <ul style="list-style-type: none"> • Experience of cover supervision in secondary schools. • Ability to lead or organise areas of responsibility or work in school or learning environment. |
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General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.