



## SOUTH CHARNWOOD HIGH SCHOOL



### JOB DESCRIPTION

#### COVER SUPERVISOR

<b>Responsible to:</b>	Abigail Lear, Deputy Headteacher
<b>Line Manager:</b>	Pauline Ackland, Cover Manager
<b>Grade and Salary:</b>	Grade 7 - £12,976 to £14,079 (depending on experience) (5 days per week, term time only plus 3 teacher days)

#### General Description of Post

A Cover Supervisor is a member of the School Classroom Support Team who is appointed, in the absence of a class teacher, to deliver a pre-prepared lesson ensuring that in doing so the pupils' development is continued and maintained.

The Cover Supervisor must demonstrate sufficient knowledge and understanding to be able to help the pupils with whom they work to make progress with their learning.

#### 1. **Core Activities**

- In the absence of a teacher provide supervision of a class of pupils.
- Be solely responsible for a class of pupils during lesson time.
- Liaise with teachers and/or pastoral care staff with regard to the work set for a class.
- Communicate the work set by the class teacher to the pupils.
- Respond to any questions from pupils about process and procedures.
- Motivate pupils to complete their tasks.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Be responsible for classroom management and organisation including implementation of an effective behaviour policy reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Provide necessary support to pupils which may include literacy, numeracy and organisational skills.
- Ensure the health, safety and welfare of pupils supervised.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Invigilate examinations.
- Accompany teaching staff and pupils on educational visits if required.
- Support teachers in classrooms, or withdraw small groups if not required to supervise whole classes.
- Undertake appropriate duties as required.

#### 2. **Support the School by**

- Being aware of, and upholding the school's policies and procedures, and when appropriate contribute to the development of them.
- Being aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Participating in appropriate school-based meetings and training activities.
- In accordance with the school's guidance and policies providing comfort and immediate care in case of minor accident and upsets – reporting serious problems to appropriate person for action.
- Undertaking relevant administrative duties.

- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- Undertaking in-class support or help with general clerical/administrative duties if available.

### 3. Knowledge and Skills

A Cover Supervisor would be expected to:

- Have sufficient understanding to support pupils' learning, and be able to acquire further knowledge to contribute effectively and with confidence to the classes in which they are involved.
- Understand the aims, content, and intended outcomes for the lessons in which they are involved, and understand the place of these in the related teaching programme.
- Be aware of the statutory frameworks relevant to their role.
- Have knowledge of a range of strategies to promote good behaviour.
- Have been involved in, and willing to undertake, personal and/or professional development training.
- Have experience of working with pupils of a relevant age.
- Exhibit flexibility, responsiveness, tact and discretion.
- Show ability to work under pressure.

#### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10<sup>th</sup> September 2012. Therefore **a DBS enhanced check is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**South Charnwood High School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**ABIGAIL LEAR**

**January 2022**

**PERSONNEL SPECIFICATION - COVER SUPERVISOR**

<b><u>Criteria</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>Where?</u></b>
Qualifications & Professional Development		A levels or equivalent  First aid qualification.	Application form  Application form
Application	Well-constructed application which clearly addresses the requirements of the job details.		Application form
Experience/Skills	Good Literacy and Numeracy skills.  Excellent personal skills  Ability to communicate effectively with pupils, colleagues and a variety of other contacts.  Organisation and time management skills.  Understanding of the need for confidentiality.	Experience of working in school or of working with children or young people.	Application form/Reference.  Interview/Reference.  Interview/Reference.  Interview/Reference.  Application form/Reference/Interview.
Knowledge	Evidence of good general knowledge	An understanding of health and safety issues and ability to identify and alert teaching staff to unsafe practices or conditions in teaching areas.  How schools and colleges operate	Interview.  Application form/Interview.
Motivation	Self-motivated, ability to work with minimum supervision and within the context of supporting teaching staff.		Application form/Interview.

	<p>Ability to use initiative.</p> <p>Ability to be calm whilst working under pressure.</p> <p>Flexible, prepared to adapt to the demands of school life</p>		<p>Reference/Interview.</p> <p>Reference/Interview.</p> <p>Interview/Reference.</p>
Temperament	<p>Friendly manner.</p> <p>Evidence of a sense of humour, commitment and enthusiasm.</p> <p>Ability to form good working relationships.</p>		<p>Interview/reference.</p> <p>Interview.</p> <p>Reference.</p>

Abigail Lear  
January 2022