

# SENIOR COVER SUPERVISOR

## ROLE PROFILE FORM

<b>Department:</b>	<b>Swanmore College</b>
<b>Role Title:</b>	<b>Senior Cover Supervisor</b>
<b>Reports to:</b>	<b>Assistant Headteacher</b>
<b>Role Purpose:</b>	<ol style="list-style-type: none"> <li>1. The delivery of cover lessons, including the supervision and support of full classes of pupils; providing cover for absent teachers; help with communication between absent teachers and Subject Leaders, and supporting teachers with other duties where no cover is required.</li> <li>2. To support the SEN Team as a Learning Mentor or TA when no cover is needed.</li> <li>3. To fulfil and meet the responsibilities and duties as set out in the Teachers' Standards (2012).</li> <li>4. To fulfil and meet the responsibilities set out for teachers in the current DfE 'Keeping Children Safe in Education' and current DfE 'The Prevent duty'.</li> </ol>
<b>Working Time:</b>	37 hours per week – term time only + 1 week
<b>Salary/Grade:</b>	HCC Grade D
<b>Disclosure level:</b>	Enhanced

## ROLE REQUIREMENTS

<b>Accountabilities</b>	<b>Accountability Statements</b>
<b>Support for pupils</b>	<ol style="list-style-type: none"> <li>1. Supervision of work that has been set in accordance with the college cover policy.</li> <li>2. Managing the behaviour of pupils, whilst they are undertaking work, to ensure a constructive environment.</li> <li>3. To assist the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the college behaviour policy.</li> <li>4. To respond to pupils' general queries and keep pupils on task.</li> <li>5. Supervision of full classes who have been set work including calling an attendance register and implementing the school's agreed Behaviour Management Policy</li> <li>6. Maintaining good discipline of classes who are under your responsibility.</li> <li>7. Where appropriate, accompanying school visits and, on such occasions, taking responsibility, in accordance with School policy and County regulations, for students off site.</li> </ol>

<p><b>Support for Teachers</b></p>	<ol style="list-style-type: none"> <li>1. To provide objective and accurate feedback to the teacher on the conduct of the lesson including completion of lesson feedback forms.</li> <li>2. To comply with instructions requested by the usual class teacher.</li> <li>3. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</li> <li>4. Maintaining students' records associated with the classes under your supervision.</li> <li>5. Providing back-up support for the person responsible for cover, in the supervision of absent colleagues.</li> <li>6. Undertake training, as required, for a smooth induction and to further develop the skills required to fulfil this role.</li> </ol>
<p><b>Support for Curriculum</b></p>	<ol style="list-style-type: none"> <li>1. To make appropriate use of equipment and resources.</li> <li>2. To comply with lesson plans and instructions for class teacher.</li> <li>3. To undertake the running of the Homework Club and/or Breakfast Club.</li> </ol>
<p><b>Support for the College</b></p>	<ol style="list-style-type: none"> <li>1. Maintain an awareness of college, national and statutory policies and requirements and apply these in the workplace.</li> <li>2. To participate in training and continuing professional development.</li> <li>3. To attend relevant college meetings as required.</li> <li>4. Break time supervision</li> </ol>
<p><b>Additional duties</b></p>	<ol style="list-style-type: none"> <li>1. Where no cover is required, undertaking activities at the direction of the member of the Leadership Team to support teachers in delivering the curriculum. Such activities could include Help with planning group and individualised work programmes and reviewing work activities, Joining in with the activities of the students in classes and contributing to assessment and record keeping, Assisting with classroom and corridor displays.</li> <li>2. Year leader support including Support with the investigation of student incidents, Collection and collation of work to be sent home for absent students, Collecting student for detentions</li> <li>3. To be able to deliver core lessons remotely should the school have a partial or full closure.</li> <li>4. To uphold the school's values, vision and ethos</li> <li>5. To follow at all times the school's policies and practices in your day to day working practice</li> <li>6. To lead by example as a Senior Cover Supervisor, upholding professional conduct and practice at all times inline with the school's Staff Conduct Policy and expectations for practice.</li> </ol>

	<ol style="list-style-type: none"> <li>7. To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.</li> <li>8. To continue personal development as agreed</li> <li>9. To engage actively in the performance review process</li> <li>10. Any other such duties as may reasonably be allocated by the Headteacher or other Senior Staff</li> </ol> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</p>
--	--

### **The key to decision making areas in the role**

<ol style="list-style-type: none"> <li>1. To prioritise workload and tasks.</li> <li>2. To call for assistance when necessary as a Senior Cover Supervisor.</li> <li>3. To decide on the feedback to give to class teachers.</li> </ol>
---

### **Context/Additional Information**

<ol style="list-style-type: none"> <li>1. Due to the nature of the role, the post holder will need to adapt to different classes and groups of pupils and will therefore need to demonstrate flexibility.</li> <li>2. The post has a high confidentiality component and needs to hold the trust of both the pupils and colleagues. It may include acquiring information on child protection/family sensitive issues which must be treated carefully and appropriately.</li> </ol>
---

### **PROGRESSION IN ROLE**

#### **Entry: Necessary role-related knowledge, skills and experience at selection**

<ol style="list-style-type: none"> <li>1. Educated to GCSE level with proficiency in Maths and English.</li> <li>2. Experience of working in a school environment.</li> <li>3. Capable of working on own initiative.</li> <li>4. Potential to become and remain a good team player.</li> <li>5. Proficient in the use of ICT equipment including word processing, databases, spreadsheets and other software products.</li> <li>6. Empathy with pupils and sympathetic to their needs.</li> <li>7. Minimum of 2 years relevant experience in a teaching/learning/child support working environment.</li> <li>8. Good communication skills and able to clarify and explain instructions clearly.</li> <li>9. Professionally discrete and able to respect confidentiality on particular issues.</li> <li>10. Well developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people.</li> </ol>
--