



# Cover Supervisor

<b>Reports To</b>	Senior Leader Responsible for the Department
<b>Role Purpose</b>	To manage a classroom, while supervising and supporting students engaged in learning activities, and ensuring that students remain on task with the work that they have been set during the short-term absence of the class teacher.
<b>Role Requirements</b>	<ul style="list-style-type: none"> <li>• Take sole charge of a group or class of students, ranging from year 7 to 11, in the short-term, or unforeseen absence of their usual teacher using material planned by the teacher to engage students in learning activity</li> <li>• Establish productive working relationships with students acting as a role model and setting high expectations of work and behaviour</li> <li>• Communicate effectively with students to support their learning</li> <li>• Responding to any questions from students about process and procedures and the work they are engaged in</li> <li>• Support student use of associated resources</li> <li>• Manage the behaviour of students whilst they are undertaking work, to ensure a constructive learning environment</li> <li>• Promote and support the inclusion of all students in the learning activities in which they are involved</li> <li>• Collect completed work and resources after the lesson and return it to the appropriate teacher/ subject leader/ department</li> <li>• Comply with instruction requested by the usual class teacher</li> <li>• Promote positive values, attitudes and good student behaviour dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviours</li> <li>• Register attendance in accordance with School Policy</li> <li>• Report back, as appropriate, using the School's agreed Referral Procedures on the behaviour of students during the lesson(s) and any issues arising</li> <li>• In line with the operational needs of the school, undertake other duties (eg supervising examinations) when needed</li> </ul> <p><b>General Duties: -</b></p> <ul style="list-style-type: none"> <li>• Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions</li> <li>• Co-operate with the employer on all issues to do with health, safety &amp; welfare</li> <li>• Support the school's implementation of all other current statutory requirements</li> </ul> <p><b>Continuing Professional Development – Personal</b></p> <ul style="list-style-type: none"> <li>• Actively pursue own personal development and take full advantage of training provided</li> <li>• Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice</li> <li>• Participate in new initiatives and future changes in service delivery improvements to support the objectives of the School</li> <li>• Undertake such duties as may be considered appropriate in line with the needs of the School</li> </ul>

<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Ability to set and maintain high standards</li> <li>• Ability to safely manage classroom activities, and learning resources</li> <li>• An understanding of a range of strategies to deal with classroom behaviour as a whole, group behaviour and individual behaviour</li> <li>• Ability to prioritise tasks, manage time effectively and meet deadlines</li> <li>• Ability to work on own initiative with minimum of supervision</li> <li>• Ability to relate well to students, be an effective role model and motivate students to achieve success</li> <li>• Ability to develop and maintain effective working relationships</li> <li>• Ability to work as part of a team</li> <li>• Discrete and considerate when dealing with sensitive and confidential matters</li> <li>• Excellent organisational skills</li> </ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>• Evidence of relevant personal and professional development</li> <li>• Experience of working with students aged 11-16</li> </ul>
<b>Qualifications and Training</b>	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• A good level of general education including GCSE, (grade A-C), or equivalent, in maths and English</li> <li>• Ability to demonstrate a willingness to attend appropriate training and development</li> </ul>
<b>Hours</b>	28.33 hours per week, Monday to Friday. Term time only (39 weeks)
<b>Salary</b>	Grade C: £16,394-£17,082 (£24,405-£25,430 FTE)
<b>Contract</b>	Permanent
<b>Additional information</b>	This job description is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties and the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.