

## Job Description

**Post Title:** Cover Supervisor

**Conditions of Service:** NJC

**Salary Grade:** Scale 4, Point 18

**Hours of Work:** 29.75 hours per week, 39 weeks per annum term time only

### Organisational Relationships

Responsible to: Cover/Office Manager

Reports to: Designated Senior Leadership Team members  
Headteacher  
The Governing Body

### PURPOSE:

- To work as part of a large team of teachers and support staff involved in the delivery of differentiated learning, and educational programmes designed by teachers.
- Under the direction of a designated member of staff, to act as a cover supervisor for classes where there are short-term absences of timetabled classroom teachers and for specific learning activities involving classes and small groups.

### REPORTING TO:

- Cover Manager - daily
- The Cover Supervisor role is overseen by a member of the school's senior leadership team. The frequency of meetings is determined by the school's performance management policies and practice.

### MAIN DUTIES:

- Acting as a Cover Supervisor (if required) in the absence of the class teacher by:
- Ensuring that students are supervised whilst undertaking prepared or self-directed learning activities
- Ensuring that students are managed and well-behaved
- Dealing with any immediate problems/emergencies according to the school's policies/procedures



- Collecting completed work after lessons and return to appropriate teachers where requested
- Reporting as appropriate using the school's agreed referral procedures, on the completion of tasks, behaviour for learning of students during the class and on any problems arising
- To attend and participate in relevant staff meetings and professional development as requested.
- Understand, comply with and contribute to the development of the school's policies and support service procedures including the all safeguarding and child protection, equal opportunities, health and safety, confidentiality and data protection
- Adapt the delivery of learning materials and support, taking into account the needs of students, to aid them in learning as effectively as possible
- Develop methods of promoting and reinforcing students' self-esteem and independence within the classroom and school environment.
- Highlight the need for additional support in consultation with appropriate professional staff
- Together with teaching staff be involved in monitoring of student progress and maintaining related records
- In consultation with teaching staff, participate in the evaluation of the support programmes for students, contributing to reviews of children's progress, including formal reviews of statements.
- Provide regular feedback and assessment on children's progress to class teachers, form tutors and other professionals as required
- To assist in the evaluation of the impact of covered lessons on pupils and throughout the school.
- Develop positive and effective relationships with students to foster a positive learning ethos in all lessons
- Alongside teaching staff, develop effective relationships and links between home and school.
- Participate in the development and delivery of the programme of Out of Hours extra curricular/study activities and under the guidance and direction of senior staff
- Support the use of ICT and to ensure the appropriate and safe use of equipment and resources.
- When not required as a Cover Supervisor to support in classrooms where needed including exam invigilation and the development of classroom display
- Provide clerical/admin support, eg, photocopying, typing, filing, collecting money etc
- To be a fully trained First Aider and to undertake medical needs training and administering of medication



- To assist in the induction of daily supply teachers with the daily practice of supervising students at the school
- To provide supervision of students during half-term and holiday intervention programmes as required.

## GENERAL

- To take part in the school appraisal process
- To undertake further duties commensurate with the position at the direction of the Head Teacher
- To carry out these responsibilities taking full regard of the school's Equalities Policy, the philosophy of Inclusion and encouraging its successful implementation
- To be committed to safeguarding and promoting the welfare of children and young people and an expectation for all staff to share this commitment
- To support the Governing Body in its whole-hearted adoption of all the school's policies and aims



## Person Specification



SCHOOL: Alperton Community School  
POST TITLE: Cover Supervisor

### PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria.

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
<b>1. ABILITIES</b>			
1) Ability to use clear language to communicate information unambiguously	*	*	
2) Ability to listen effectively	*	*	
3) Ability to negotiate effectively with adults and children	*	*	
4) Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment.	*	*	
5) Motivate, inspire and have high expectations of students	*	*	
6) Ability to make a proactive contribution to the work of the team supporting children, their families and carers and contribute to group thinking, planning etc.	*	*	
7) Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	*	*	
8) Ability to establish a positive rapport and work effectively with a range of adults	*	*	
<b>2. SKILLS</b>			
9) Good reading and writing skills	*		*
10) Good numeracy skills	*		*
11) Good organisational skills	*	*	
12) Ability to remain calm under pressure	*	*	
13) To be flexible and follow instructions accurately	*	*	
14) Demonstrate creativity and an ability to resolve problems independently		*	
15) Ability to adapt quickly and effectively to changing circumstances/situations		*	
16) Ability to relate to and gain the respect of students in the 11-18 age group*	*	*	
17) Ability to use own initiative to work flexibly and respond positively to a range of situations	*	*	
<b>3. KNOWLEDGE</b>			
18) Understand and support the importance of physical and emotional wellbeing	*	*	



	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
19) Health & Safety awareness	*	*	
20) Good working knowledge of Excel, PowerPoint and Word	*		*
<b>4. EXPERIENCE</b>			
21) Experience of working in a school and supporting in a classroom	*	*	
<b>5. EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>			
22) Good general education up to at least GCSE Grade C or equivalent in Maths and English	*		*
23) Knowledge of basic First Aid procedures or willingness to be trained	*	*	
<b>6. EQUAL OPPORTUNITIES</b>			
24) Understanding and commitment to Equality and Diversity	*	*	
<b>7. COMMITMENT</b>			
25) To support the Governing Body in its whole-hearted adoption of all the School's aims and policies	*	*	
26) To provide a welcoming and friendly reception for anyone making contact with the school	*	*	
27) To provide the highest levels of practice in Safeguarding, Child Protection and Inclusion	*	*	
28) Demonstrate a clear commitment to develop and learn in the role	*	*	

