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|  | **COVER SUPERVISOR**    **JOB DESCRIPTION** |

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| **Job Title:** Cover Supervisor | **Grade:** C |
| **Reports To:** Deputy Headteacher | **Leads & Manages:** |
| **Role Profile:** Cover Supervisor | **Role Profile:** 02008 |
| **Working Hours: 30 hours** 39 weeks per year (Term Time plus inset days) | |

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| **Aim and Main Purpose of the Job:**   * Under the professional direction of a teacher to supervise whole classes during the short-term absence of a class teacher. | |
| **Key Tasks and Accountabilities:**   * To supervise whole single classes of pupils using material planned by a teacher to engage pupils in learning activities. * Establish productive working relationships with pupils acting as a role model and setting high expectations of work and behavior. * Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy. * Respond to pupil’s general queries and keep pupils on task. * Productive objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher. * Comply with instructions requested by the usual class teacher. * 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. * Make appropriate use of equipment and resources. * Comply with lesson plans and instructions from class teacher. * 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. * Undertaking lunchtime supervision of pupils. * In line with the operational needs of the school, undertake other duties (e.g. supervising examinations) when needed. * Participate in training and continuing professional development. * Maintain an awareness of school, national and statutory polices and requirements and apply these in the workplace. | |
| **GENERAL INFORMATION** | |
| **Equality of Opportunity** | * To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimization, harassment and bullying. * Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors. |
| **Confidentiality and Data Protection** | * To treat all information acquired through employment, both formally and informally, in strict confidence. * Be aware of the school’s responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this. |
| **To Contribute as an Effective and Collaborative Member of the School Team** | * Any other duties as reasonably required by any manager of the school. * Participating in the ongoing development, implementation and monitoring of the business plans. * Attend meetings as required and make a positive contribution during meetings. |
| **Child Protection** | * Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person. |
| **General Policies & Procedures** | * Being aware of and complying with policies and procedures and in particular health & safety reporting all concerns to an appropriate person. * Awareness of responsibilities of the governing bodies. |

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| **Signature** |  |  | **Date** |  |

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|  | **COVER SUPERVISOR**  **PERSONAL SPECIFICATION** |

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| **Qualifications** | **Essential** | **Desirable** |
| GCSE English & Mathematics (or equivalent qualification) | ✓ |  |

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| **Knowledge, Skills and Abilities** | **Essential** | **Desirable** |
| Trained at least to NVQ3 standard. | ✓ |  |
| Minimum of 2 year’s relevant experience in a teaching/learning/child support working environment. | ✓ |  |
| Professional discrete and able to respect confidentiality on particular issues. | ✓ |  |
| Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people. | ✓ |  |
| Good literacy and numeracy skills | ✓ |  |
| Empathy with pupils and sympathetic to their needs | ✓ |  |
| Good communication skills and able to clarify and explain instructions clearly. | ✓ |  |

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| **Personal Qualities** | **Essential** | **Desirable** |
| Planned and organized approach to workload. | ✓ |  |
| Work accurately and methodically with attention to detail. | ✓ |  |
| Ability to use initiative and prioritise work. | ✓ |  |
| Maintain absolute confidentiality and integrity. | ✓ |  |
| Positive ‘can do’ approach to tasks. | ✓ |  |
| Be self-motivated and driven | ✓ |  |
| Keep calm in challenging situations. | ✓ |  |
| Committed to personal development. | ✓ |  |
| Professional in attitude and appearance. | ✓ |  |
| Excellent record of attendance and punctuality. | ✓ |  |
| Personable and approachable, with an enthusiastic and motivational nature and an overall passion for excellence | ✓ |  |