

<b>JOB TITLE</b>	Cover Supervisor				
<b>RESPONSIBLE TO</b>	Cover Manager				
<b>GRADE</b>	6	<b>Hours</b>	37 hours per week	<b>Weeks</b>	39 (term time plus 5 INSETs)

## **JOB PURPOSE**

To provide supervision of classes across the curriculum in the event of the absence (planned or unplanned) of the teacher, ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment.

## **MAIN RESPONSIBILITIES**

1.	Supervise pupils who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues.
2.	Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment in line with the Behaviour Policy.
3.	Respond to any questions from pupils about process and procedures so they can continue with their set work.
4.	Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured.
5.	Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
6.	Report back on progress and the behaviour of pupils during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.
7.	Student registration of form and class.
8.	To undertake break and lunch duties as part of the school's duty system
9.	Invigilate internal and/or external examinations, scribe and read as required.
10.	To accompany students on trips, visits and other educational activities.
11.	To participate in CPD opportunities to develop good practice.
12.	Provide first aid as required to students, staff and visitors to the academy and administer medicines as required.
13.	<ul style="list-style-type: none"> <li>Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person</li> <li>Contribute to the overall ethos/work/aims of the school</li> <li>Establish constructive relationships and communication with all staff and other agencies/professionals</li> <li>Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>Participate in training and other learning activities and performance development as required</li> </ul>
14.	Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal. .

**PERSON SPECIFICATION**

**QUALIFICATIONS AND EXPERIENCE**

**ESSENTIAL**

- Educated to a minimum standard of GCSE's Grade C or equivalent in Maths and English
- Knowledge and experience of working in an educational environment.
- Experience of working with children/young people
- Experience of working as part of a multi-disciplinary team

**DESIRABLE**

- 5 GCSEs A-C, or equivalent
- A qualification relating to supervising and/or directing pupil activity
- First Aid Qualification

**KNOWLEDGE AND SKILLS**

**ESSENTIAL**

- Ability and a commitment to work flexibly and to respond to unplanned situations
- Ability to work independently, to manage own workload and use initiative but also able to work constructively as part of a team
- Knowledge of individual and specific emotional, behavioural and physical needs
- Classroom supervision and pupil behaviour management skills and techniques.
- Understanding of the practical application of school procedures which impact on pupil supervision and behaviour management
- Excellent literacy and numeracy skills
- Ability to use ICT packages and equipment effectively
- Basic understanding of child development and learning principles
- Excellent communication skills, both verbal and written
- Ability to instil confidence in young and vulnerable children
- Ability to deal confidentially, impartially and appropriately with situations
- Patience, tolerance and sensitivity
- Good interpersonal skills and the ability to establish rapport with individuals adults and students
- Efficient and meticulous in organisation
- A desire to develop skills and knowledge through CPD
- Evidence of exemplary attendance and punctuality
- Ability to work additional hours as required
- Commitment to the highest standards of child protection and safeguarding of our students
- Recognition of the importance of personal responsibility for Health and Safety
- Commitment to the school's ethos, aims and its whole community
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