



Little Ilford School

Job Description & Personal Specification

Cover Supervisor and Behavioural Assistant

SALARY RANGE:	Scale 5
TIME:	36 hours per week; 39 weeks a year
PERSON REPORTS TO:	Assistant Headteacher responsible for Cover
PURPOSE OF JOB:	To supervise classes and deliver lessons planned by the class teacher when the regular subject teacher is absent. To support the pastoral team in the management of detentions.
EQUAL OPPORTUNITIES:	The school has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote its policies and their work
DUTIES & RESPONSIBILITIES:	To undertake the following with minimal supervision:

1. Support for students

- Supervise students engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all students within the classroom
- Keep students on task and respond to general queries
- Promote positive values, attitudes and student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Ensure that all work set for the class is completed
- Implement the school's behaviour policy
- Support students to successfully complete the 1 hour after school detention

2. Support for teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson and students
- Keep appropriate records of work covered in the lesson
- Mark the register accurately at the start of the lesson
- Collect any completed work at the end of the lesson and ensure it is returned to the appropriate teacher or Head of Department



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3. Support for the curriculum

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

4. Support for school

- Be aware of and comply with policies and procedures relating to Child Protection, Equal Opportunities, Health, Safety and Security, confidentiality and Data Protection, reporting all concerns to an appropriate person
- Be aware of and support different student needs and ensure all students have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Attend relevant school meetings as required
- To respect confidentiality at all times

Other specific duties

- To continue professional development
- When not supervising students, provide support in other departments and in other areas of the school, which might include teaching assistant duties, exam invigilation and supervision of different school activities, such as homework and reading clubs.
- To undertake any other duties which lie within the postholder's competence according to the needs of the school and contribute to the learning environment within the school.
- To support the pastoral team in the management of detentions

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Updated October 2026



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Person Specification for the post of Cover Supervisor

These are the criteria upon which the selection process will be based. At each stage of the process the merits of each applicant will be assessed to determine how far the criteria have been matched. These stages are:-

- A) Short listing by the selection panel.
- B) General aptitude test
- C) Interview by selection panel.

<u>Factor</u>	<u>Requirement</u>
1. Education, Training and Qualification:	1. Qualified to at least a C grade or equivalent in English and maths. Assessed through a standard test (E) - Qualified to A Level or equivalent (Btec Level 3) (E) - Studied at Higher Education level (D)
2. Experience:	1. Experience of working in school or a demonstrates a strong commitment to a career working with young people in a school setting (E - interview and application) 2. Able to demonstrate experience of dealing sympathetically and constructively with students and/or other adults (E - interview and application)
3. Knowledge and Understanding:	1. Demonstrate an understanding of the place of the school in educating pupils and in promoting the spiritual, moral, social and cultural development of pupils from a multicultural community. (E - interview and application) 2. Demonstrate an understanding of the role of a teacher and their own role in relation to teachers, other support staff, and pupils (E - interview and application). 3. Demonstrate knowledge and good skills in understanding of literacy and numeracy (E - interview, application and test) 4. Demonstrate ability to use knowledge and understanding to support pupils and to assess their progress in literacy and numeracy in particular (E - interview and



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| <p>4. Commitment to and understanding of:</p> | <p>application)</p> <p>5. Demonstrate awareness of how pupils learn and the factors that affect their progress (E - interview and application).</p> <p>6. Demonstrate an understanding of the different approaches needed to support the learning of various groups of pupils, including bilingual English learners and pupils with special educational needs (D - interview and application)</p> <p>1. The Equal Opportunities practice throughout the school including the Authority's policy of inclusive education. (E - interview and application)</p> <p>2. The promotion of community involvement in the school in order to raise achievement. (E - interview and application)</p> <p>Commitment to maintaining confidentiality
(E- Application/Interview)</p> <p>Commitment to safeguarding and equality
(E- Application/Interview)</p> <p>Excellent attendance and punctuality
(E - Application/Interview)</p> |
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N/B E= Essential
 D = Desirable