

Job Description: Cover Supervisor

Reporting Line:

Lead Cover Supervisor

Team Management Responsibilities:

None

Purpose of the Job

- To supervise classes during short-term absence of teachers, ensuring that set work is completed to a good standard and that behaviour is well managed in line with the school's Behaviour for Learning policy
- To support the administrative responsibilities of the team when not assigned to cover classes
- To support the broader administrative work of the school, subject to the above priorities

Key Responsibilities

Supervision of cover work:

- Liaison with the appropriate staff (subject leaders, teachers and support staff) regarding the work set so that the requirements are fully understood
- To provide students with clear information and instructions relating to the work they are to complete
- To supervise the work that has been set by a teacher
- To manage the behaviour of students whilst they are undertaking this work in order to ensure student safety and to create an environment conducive to learning
- To respond to any questions from students about process and procedures
- To deal with any immediate problems or emergencies according to the school's policies and procedures, and using appropriate support and guidance
- To understand and follow the school's Behaviour for Learning policy and, in particular, celebrate success
- To provide cover in study rooms etc

Cover Team administration:

- To assist in the completion of scheduling, organising and allocating cover, room bookings etc
- To monitor and respond to communications in respect of cover/room requirements etc
- Each day one member of the team has the 'early turn'; this involves being at school earlier in order to receive notification of unplanned absences (eg sickness); to record these into appropriate systems; to ensure that the additional cover implications are factored into the cover schedule for the day; to communicate the cover schedule as appropriate
- Other team administrative/systems/data tasks and procedures

Whole school administration:

- To work as part of the overall Administrative Support Staff when no cover work is assigned

This job description sets out the duties of the above post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed. The post holder has responsibility to actively implement the school's commitment to the safety and welfare of young children/young people.

Person Specification: Cover Supervisor



The qualifications and experience set out in Sections 1 & 2 are desirable and advantageous, rather than essential.

1. **Educational Qualifications**

- A good general education, including qualifications in English and Mathematics (equivalent to NVQ Level 2 / GCSE Grade C)

2. **Professional Experience, Knowledge and Understanding**

- Experience of working with children of secondary school age
- Experience of working as part of a team
- An interest in and understanding of approaches to learning
- Ability to use ICT
- Ability to communicate clearly both orally and in writing
- Ability to manage young people in a structured setting

3. **Personal Qualities and Skills**

- Has strong interpersonal skills
- Can motivate, enthuse and inspire students
- Is energetic, creative and enthusiastic
- Is co-operative, flexible and responsible
- Is reliable, well organised and committed to high standards
- Is patient, optimistic and has a good sense of humour
- Is able to prioritise
- Is able to maintain confidentiality
- Has excellent punctuality and attendance