

## Job Description and Person Specification

### Cover Supervisor

Salary KGA Band 5, Point 6 - 9

Purpose	To supervise whole classes, covering short-term teacher absence Ensure pupils complete work set by the teacher Practical classroom and administrative support when cover supervision is not required
Reporting to	Line Manager / Senior Leadership
Hours	33 hours per week / 39 weeks per year (Monday to Friday) with 30 minute unpaid break

### Specific Areas of Responsibility

- To provide cover supervision for classes or individual students (using material planned by a teacher to engage pupils in learning activities, following lesson plans and instructions from class teacher or other teacher who has set work on behalf of class teacher) and administrative and practical support when cover supervision is not required.
- Respond to pupils' general queries about the work set and keep pupils on task
- Establish productive working relationship with pupils, acting as a role model and setting high expectations of work and behaviour
- Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with School/department policies and procedures
- Maintain a positive learning environment for completing work
- Provide objective and accurate feedback to the teacher on the conduct of the lesson and on any other issues that have affected the completion of the work, including keeping appropriate records as requested by the teacher
- Collecting work as required at the end of the lesson and returning it to the appropriate teacher
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with School/department policies and procedures and encourage pupils to take responsibility for their own behaviour
- 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 a line manager
- As and when required, carrying out duties as an Examination Official or Invigilator.
- Carry out a duty in an area allocated during one of the school breaks as directed.
- Attend relevant school meetings as identified by the Line Manager
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- Such other duties as may reasonably be allocated within the purview of the post by the Line Manager/Headteacher

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum resourcing to secure co-ordinated outcomes for learners

#### Health, safety and discipline

- Assist with Health & Safety requirements for the department
- Promote the safety and wellbeing of pupils

#### Professional development

- Take part in the school's appraisal procedures
- Take part in training and development to improve the quality of resourcing/provision
- Where appropriate, take part in the appraisal and professional development of others

#### Communication

- Communicate effectively with relevant stakeholders
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

#### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

#### **Mobility Clause**

You may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

#### **Flexibility Statement**

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and School Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation

## Cover Supervisor Person Specification

(e – essential / d – desirable)

Grade C GCSE or equivalent in English and Mathematics	<i>E</i>
Experience of working in a school environment or other environment with young people	<i>D</i>
Ability to work in a team and individually using own initiative	<i>E</i>
A commitment to the education and well-being of pupils	<i>E</i>
Good IT competence in Excel and Word, literary and numeracy skills	<i>D</i>
Good written and verbal communication skills and be able to clarify and explain instructions clearly	<i>E</i>
Ability to self-evaluate and actively seek opportunity for self- improvement	<i>D</i>
Excellent record of attendance and punctuality	<i>D</i>
Team-player, personable, approachable, emotionally intelligent with a sense of humour	<i>D</i>
Ability to deal with any confrontational situations appropriately	<i>D</i>
Ability to maintain confidentiality in dealings with pupils, professionally discrete and able to respect confidentiality on particular issues	<i>E</i>
Demonstrates an understanding and awareness of child behaviour, have empathy with pupils and be sympathetic to their needs	<i>E</i>
Personal Qualities: <ul style="list-style-type: none"> <li>• Commitment to upholding and promoting the ethos and values of the school</li> <li>• Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to equity</li> </ul>	<i>E</i>

King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

King's Academies pursues a policy of equality of opportunity.