



Job Description and Person Specification

Job Title	Cover Supervisor
Grade	E
Responsible to	Headteacher or Senior Teacher or Head of Department and works under the general direction of a class teacher when supervising lessons.

Role and Context

Job Purpose	<p>To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher and keep pupils on task while maintaining good order.</p> <p>Cover supervisors can respond to general questions and provide general feedback to the teacher. The cover supervision role will normally include other activities, or be part of a wider role in the academy e.g. teaching assistant, technician or administrative roles.</p>
Context	<p>Job Family: Classroom and Pastoral</p> <p>Cover supervisors may work within particular departments on a long term basis as to improve the continuity of education during teacher absence and increased understanding and familiarity with the curriculum and the pupils working within that department.</p>

<p>Other Job Information</p>	<ol style="list-style-type: none"> 1. Cover supervision should only be used for short term absences. These might be known in advance (for example where a teacher has a medical appointment or is undergoing professional development) or unexpected (for example, absence due to illness). Longer absence e.g. due to long-term sick or maternity leave should be covered by a teacher. 2. Headteacher will exercise their professional judgement in determining what should be regarded as a “short-term” absence for these purposes. There will be a number of considerations which the Headteacher will need to take into account when deciding whether the use of cover supervision is appropriate or not. The key factors are: <ol style="list-style-type: none"> a) The extent to which continuity of learning can be maintained b) The length of time a particular group of pupils would be working without a teacher c) The proportion of the total curriculum time affected in a specific subject over the course of the term. 3. For example, in a setting where class is predominantly led by one teacher for the majority of the day, it is likely that the cover supervision will very quickly become “specified work” and active teaching will be required. This would therefore fall under the Education (Specified Work and Registration) (England) Regulations. In any case, it would clearly be inappropriate in such settings for a class to be “supervised” for more than three consecutive days. 4. On the other hand, where pupils are only timetabled for occasional lessons which are affected by teacher absence, the use of cover supervision over a longer period of time may be appropriate.
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Principal Accountabilities (in order of importance)

PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

Support for Pupils

1. Supervise pupils while they are engaged in learning activities and deal with immediate problems and emergencies
2. Manage pupil’s behaviour within the values, ethos and behavioural policies of the academy.
3. Set high expectations of conduct whilst acting as a role model.
4. Respond to pupil queries on procedures while keeping pupils on task.

5. Promote inclusion and acceptance of all pupils within the classroom within the academy's policies and procedures of equal opportunities.

Support for Teachers

6. Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of pupils.
7. Collect and pass on any completed work
8. Maintain and pass on any appropriate records as agreed beforehand with the teacher
9. Provide support and assistance to teaching staff in large examinations or test groups.

Support for the Curriculum

10. Support use of ICT within the lesson as appropriate.
11. Understand and ensure appropriate organisation/use of the classroom, equipment and resources.

Support for the Academy

12. Accompany groups of pupils on school trips ensuring their health and safety (to be at discretion of lead teacher).
13. Be aware 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.
14. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
15. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
16. Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
17. Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
18. Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher/ Senior Teacher.

Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills 	<ul style="list-style-type: none"> • Good numeracy/literacy skills and to NVQ 2 level is highly desirable • Good general level of education and to NVQ 3 level is highly desirable
Experience	<ul style="list-style-type: none"> • Working with or caring for children of relevant age 	
Skills/Knowledge	<ul style="list-style-type: none"> • Effective use of ICT to support learning • Use of other equipment technology- video, photocopier • Knowledge of relevant policies/codes of practice and awareness of legislation • General understanding of National Curriculum and other basic learning programmes • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 	

General Information
<ul style="list-style-type: none"> • The Job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job • All work performed/duties undertaken must be carried out in accordance with relevant academy policy and procedures, within legislation and with regard to the needs of our pupils and the diverse community we serve • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

