



PERSONAL GROWTH | ACADEMIC EXCELLENCE

REDDISH VALE HIGH SCHOOL JOB DESCRIPTION

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| Post Title: | Cover Supervisor |
| Responsible to: | Deputy Headteacher |
| Liaise with: | Cover Manager |

Main purpose of the job:

To supervise whole classes during the short-term absence of teachers, delivering work which has been pre-planned and set by the teacher, maintaining good order and safety and keeping students on task and engaged in learning.

Areas of responsibility and key tasks:

Supervision

- To supervise classes or groups as assigned by the Cover manager or designate.
- To supervise and manage work for students when a teacher is absent and to manage the behaviour of students whilst they are undertaking this work to ensure a well ordered, calm and safe learning environment.
- To ensure that all students are properly dressed in the correct uniform and have the correct equipment.
- To be responsible for the organisation, setting out and clearing away and care of resources to create a purposeful and attractive learning environment.
- Respond to any questions from students and generally assist students to undertake the set activities.
- Collect any completed work after the lesson and return it to the appropriate teachers.
- Provide written feedback to the cover manager on each lesson.
- Deal with any immediate problems or emergencies according to school policies and procedures.
- Reward students, where appropriate, in accordance with school procedures
- Report any issues regarding the behaviour of students during class using the schools agreed referral procedure.
- To develop good, positive relationships with students, acting as a role model and setting high expectations
- To recognise and respond to the individual needs of students.
- To support the use of ICT in learning activities and develop student's competence and independence in its use.
- To provide supervision at breaks and lunchtimes when required.

Administrative

- To be responsible for taking the register for every class.
- To be responsible for the security of any documentation/students work within your area.

When not required to cover lessons, cover supervisors will be deployed to provide general assistance, for example to:

- Supervise groups of students working outside their normal classroom
- Support individuals or groups with particular learning needs
- Undertake exam invigilation as required
- Provide assistance to teachers or support staff

Professional Responsibilities

- To attend and participate in meetings with colleagues and other professionals as required
- To be familiar with child protection issues and other welfare issues which affect students
- To take responsibility for one's own personal development to improve own practice
- To participate in training and other learning activities and the schools performance management process

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| <ul style="list-style-type: none"> • To share good practice • Contribute to the overall ethos/work/aims of the school and trust. • To ensure confidentiality of all information relating to students/the school. • To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise • Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users. • Any other duties and responsibilities within the range of the salary grade. | |
| Signed by Post Holder: | Date: |
| Signed by Headteacher: | Date: |

**PERSON SPECIFICATION
COVER SUPERVISOR**

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| Attributes | |
| Qualifications, Training and Experience | <ul style="list-style-type: none"> • Experience of working with young people in a teaching and learning environment • Experience of managing students behaviour and leading groups |
| Abilities, skills and knowledge | <ul style="list-style-type: none"> • Knowledge of strategies to ensure excellent student behaviour • Excellent interpersonal skills, with the ability to communicate at all levels • Ability to build effective relationships with students, staff and parents • Excellent organisational skills • Ability to use IT with students and for administration purposes. • Knowledge of the needs of students in urban areas. • Ability to act on your own initiative • Ability to work both independently and as part of a team • Ability to follow instructions |
| Personal Style and Behaviour | <ul style="list-style-type: none"> • Self-motivation and personal drive to complete tasks to the required timescales and quality standards. • The flexibility to adapt to changing workload demands and new school challenges. • Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of students. • Personal commitment to continuous self-development. • A commitment to continuous service improvement. • Be willing to apply for an enhanced DBS check. |