



Gartree High School

JOB DESCRIPTION

School/College: Gartree High School

Job Title: Cover Supervisor

Grade: 7

Post Number:

Responsible To: Deputy Headteacher

Responsible For:

**Key Relationships/
Liaison with:** Teachers, Other classroom support staff,

Job Purpose: A Cover Supervisor will provide supervision of classes across the curriculum in the event of the absence (planned or unplanned) of the teacher, ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment.

Occupational Standards: STL Level 3 (as applicable)

MAIN DUTIES AND RESPONSIBILITIES:

1. In the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in learning activity that has been set by a teacher.
2. To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school policy.
3. To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills.
4. To liaise with teachers / other relevant staff with regard to work set for a class, and ensure you are suitable equipped and informed to be able to effectively supervise the assigned lesson.
5. To feedback to the class teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered lesson(s).
6. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
7. To support the maintenance of an activity bank, contributing general activities as appropriate, and draw upon this in the event that pupils complete the pre-set work more quickly than expected, in order to ensure that pupils are engaged in constructive activity.
8. To contribute to the development and review of relevant policies (e.g. Cover, Behaviour Management, etc).

9. To assist in the evaluation of the impact of covered lessons on pupils and throughout the school.
10. To undertake pupil registration of classes, using the school system.
11. To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy, including consequences and rewards.
12. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
13. To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
14. To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment.
15. To undertake administrative duties relevant to the role.
16. To invigilate internal and external tests and examinations under formal conditions.
17. When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled/ qualified.

SPECIAL FACTORS:

- (a) The postholder may be required to attend training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service including staff training days and full staff meeting.
- (b) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

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Job Title: Cover Supervisor

Grade: 7

Post Number:

	Essential	Desirable	How assessed
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> NVQ 3 in Supporting Teaching and Learning, or equivalent, OR Able to demonstrate the ability to meet the STL Level 3 National Occupational Standards relevant to this post. Level 2 qualifications in maths/numeracy and English/literacy OR Able to demonstrate competency in literacy and numeracy equivalent to level 2. 	<p>✓</p> <p>✓</p>		<p>App/Doc/Ref</p> <p>App/Doc</p>
<p><u>Experience</u></p> <ul style="list-style-type: none"> Experience of working with students in a formal setting without immediate supervision. 	<p>✓</p>		<p>App/Int/ Ref</p>
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. 	<p>✓</p>		<p>App/Int/ Ref</p>
<p><u>Skills/Attributes</u></p> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Empathy with children and young people. Ability to effectively manage pupil behaviour in accordance with school/college policy and procedure. Ability to use own initiative to work flexibly and respond positively to a range of situations Ability to work effectively as part of a team. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>Int/Ref</p> <p>Int/Ref</p> <p>Int/Ref</p> <p>Int/Ref</p> <p>Int/Ref</p>

	Essential	Desirable	How assessed
<p><u>General Circumstances</u></p> <ul style="list-style-type: none"> • Attendance - evidence of regular attendance at work. • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	<p>✓</p> <p>✓</p>		<p>App/Ref/ Med</p> <p>App/Int</p>
<p><u>Factors not already covered</u></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	<p>✓</p>		<p>Med</p>

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (e.g. Certificates)

June 2018