



## Job Description Job Title: Cover Supervisor

<b>Accountable to:</b>	Cover Manager	<b>Line Managing:</b>	N/A
<b>Post type:</b>	Permanent Part time – 32.5 hours per week	<b>Salary/Grade:</b>	Band F SCP 7-10 Term time only plus teacher training days
<b>Liaising with:</b>	Staff, students & parents		

### Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

### Broad Description

- Providing cover and supervising whole classes during the short term absence of teachers. (Cover for short term absences may be provided by someone who is not a qualified teacher, ie a "cover supervisor". Such absences may be unplanned, e or be planned)
- Cover supervision occurs when students are undertaking self directed learning, where the work has been set and students can work independently and keep on task. No active teaching occurs during cover supervision.
- The Cover Supervisor will provide learning activities for classes under the professional direction and supervision of the class teacher.
- Cover Supervisors will need to ensure good behaviour of the pupils and make sure the pupils engage in the learning activity.
- The Cover Supervisor will be required to respond to pupil's general questions and give feedback to the teacher on broad issues such as behaviour but will not be expected to undertake detailed planning, preparation, delivery or assessment of pupils' progress and/or development.

### Support to students:

- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom, encourage them to interact and work co-operatively with others and engage all in activities
- Monitor and provide for the care, safety and welfare of students



## Support to teachers:

- Provide cover supervision when the teacher responsible for the class is absent on short-term absence (which may be planned or unplanned).

Cover supervision involves:

- Supervising a whole class to undertake set work/activities and can include introducing and closing the class
- Maintaining good order and managing behaviour constructively
- Promotion of self control and independence
- Keeping students on task as necessary
- Responding appropriately to questions raised by students
- Collecting any completed work and returning it to the appropriate teacher
- Dealing with immediate problems and emergencies in accordance with the school's policies
- Reporting back on behaviour of students during the class and any issues arising

Examples of activities:

- pencil and paper set work, revision, questions or tests.
- practising spellings or other factual recall activities.
- taking registration while the students under undertake reinforcement activities
- supervising set work, following introduction and explanation by a teacher, with or without the possibility of the teacher returning later in the lesson
- supervising group activities such as board games, mathematical games, memory or co-ordination skills games, use of construction materials, practice and/or revision sessions.
- Undertake routine marking of students work (e.g. tests, multiple choice questions, spelling)
- Undertake admin tasks as appropriate

## Qualifications/ training and likely abilities

- Educated to at least GCSE level, or equivalent, in literacy and numeracy.
- To be able to write routine letters, take minutes, work with data bases and maintain records.
- Able to communicate and exchange information, verbally and in writing, with a range of audiences.
- Good knowledge of the school, its organisation, activities and policies.
- Can undertake straightforward calculations and maintain records
- Able to read and write messages and instructions.
- Competent in use of software and office equipment
- Can operate a computer and have sound word processing skills.
- Able to undertake routine work or work within established procedures but without close supervision. Can solve straightforward problems. Able to make some decisions involving the use of judgement.
- Can maintain confidentiality at all times – recognises privileged position with access to pupil, parent and staff information. Understands the need for professional relationships within the school.
- Good organisational skills
- Be able to stay calm and on occasion deal with difficult students.

## Resources

- To monitor supplies of stock and inform line manager when further supplies of resources or ingredients are required; check goods delivered against orders and storing appropriately; carry out stock taking and inventory checks.
- To record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists.



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- To assist with the preparation of materials for lessons, display and projects.
- To assist in setting up for practical lessons and demonstrations.

## Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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 an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day

## Responsibility for others

- The post has some impact on the well-being of individuals or groups (ie physical social, health and safety).

## Responsibility for staff

- The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

## Responsibility for budget

- The post has some direct responsibility for and is accountable for handling cash, processing cheques, invoices or equivalent or is accountable for small budget.

## Responsibility for physical resources

- The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information.

## Key Organisational Objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for students as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for students.
- Promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

## Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum
- Undertake any necessary professional development as identified
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice



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## Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
- Undertake any other duties as reasonably required by the Headteacher

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

### **Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*