



JOB DESCRIPTION: Cover Supervisor

1. PURPOSE OF THE JOB

The role of Cover Supervisor is to provide lesson and registration cover for a short-term absence of a teacher. Cover for absence may be known in advance for example where a teacher has a medical appointment, training or is undergoing professional development but an absence can also be unexpected due to illness or a family crisis. In extreme circumstances you may need to step into a classroom immediately.

2. MAIN AREAS OF RESPONSIBILITY *

- **Supervise work that has been set by a teacher:**

A Cover Supervisor is required to deliver the cover work and ensure the required resources are available to students, by effectively communicating the work set by the appropriate teacher.

- **Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment:**

The Cover Supervisor must have the ability to command a presence. An assertive and confident personality is necessary in order to win the respect of a classroom full of boys ranging in age from 11 – 16, and is also necessary in order to meet the behavioural expectations of both the school as well as your own expectations. The behaviour of the pupils must be monitored and managed whilst they are in your lesson to ensure a positive and constructive learning environment.

- **Respond to any questions from pupils about process and procedures.**
- **Deal with any immediate problems or emergencies according to the school's policies and procedures.**
- **Collect completed work at the end of the lesson and return it to the appropriate teacher.**
- **Report back as appropriate using the SIMS referral procedures regarding inappropriate behaviour or achievements of any members of the class during the lesson and report on any other issues that may have arisen.**
- **Assist Subject Leaders with administrative tasks, such as; classroom display, organisation of resources, trips, internal examinations and data entry. However, the cover side of the job must always dominate. It is imperative that the successful candidate is highly adaptable, as the structure of the day can change minute by minute.**

- **Key attributes of the successful candidate include; an ability to engender respect, maintain authority and good order whilst acting in a cheerful and supportive manner, use of initiative, ability to build good relationships with students, teachers and parents/cares, and a genuine interest in education.**

3. KNOWLEDGE, EXPERIENCE AND TRAINING

This position can be extremely rewarding as a Cover Supervisor will feel they have contributed to the boys' growth and development and helped them to achieve their potential. The jobholder is required to contribute to and support the overall aims and ethos of the school.

Key qualities:

- Experience of working with children of the relevant age.
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English.
- Understanding of the curricular requirements of the school, these to include statutory requirements.
- Competence in the use of ICT to support teaching and learning.
- Ability to work with a minimum of supervision and within a team.
- Ability to manage pupils in a classroom setting.

TBSHS is an outstanding school, has a huge community feel and staff are extremely supportive. An induction programme will be arranged and further training to support this role will be given as necessary. All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

There is an expectation that all staff will engage in professional development resulting from appraisal.

4. EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

5. HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

TBSHS is committed to safeguarding and promoting the safety and welfare of all our children and expects staff to share this commitment. A Disclosure Barring Service check is required for all successful applicants.

** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*