

Wollaston School



COVER SUPERVISOR

[Job Description 2021](#)



WOLLASTON SCHOOL

JOB DESCRIPTION

NAME OF POST HOLDER:

POST TITLE: COVER SUPERVISOR

1. General Information

Reporting to:	School Business Manager
Working Time:	32.5 hours per week, 39 weeks per year [term time only + 5 teacher training days] <i>8:30am-3.30pm Monday to Friday</i>
Salary/Grade:	Pay Scale G - Point 8-12 (£15,438 - £16,711 actual)
Disclosure Level:	Enhanced DBS

2. Job Description

- To ensure high quality in-class supervision for students when teachers timetabled for classes are absent. Cover up to six 50-minute lessons a day.
- To promote a positive student-focused approach, follow agreed lesson plans, support the teaching and learning of individual groups of pupils.
- Cover Tutor Groups facilitating the intellectual and social development of pupils.
- When cover not required work with teachers and other staff in supporting pupils in and out of the classroom.

3. Key Responsibilities

- To cover lessons when a teacher is absent or unable to teach that class. Cover can be short term or longer term.
- To work with identified pupils to support their learning in class or working one to one.
- To follow agreed lesson plans contributing to the monitoring, recording and assessment of pupils.
- Follow school policy to deliver a purposeful working atmosphere and implement, monitor the school's behaviour/reward policy. Follow the recording process.
- Invigilate tests and exams when required.
- Prepare resources for classes or activities when required. Deploy appropriate learning aids and equipment, including ICT to assist teaching.
- Supervise small groups of pupils promoting good literacy and numeracy skills.
- Maintain supportive relationships with parents, carers and others of the pupil's community. Work with or alongside other professionals as necessary.
- As required, you will carry out the role of LSA, Exam invigilator and teaching assistant.
- To set up a bank of cover work for lessons
- To arrange re-rooming of lessons as necessary
- Contribute to the order and cleanliness of the school environment.

4. Key Responsibilities – All Staff

- Maintain supportive relationships with parents and outside agencies, facilitating support for children’s attendance, access and learning, and supporting home-school and community links.
- Carry out duties with due regard to the school’s Health and Safety policy at all times.
- Work within and encourage the school’s Equal Opportunity and diversity policies.
- Develop one’s own professional expertise within the post, undertaking training as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the school.
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and adhering to policies and procedures within the school, participating in staff meetings and training days/events as requested.
- Undertake any other reasonable duties that are in keeping with post as may be determined from time to time by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
Cover Supervisor

Signed
Headteacher

Dated

Dated

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed.

Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION FOR COVER SUPERVISOR

	Essential	Desirable	Determined by: Application, Reference, Interview
Experience			
Experience in working with young people		*	A
Experience in working in an educational setting		*	A / R
Confident in dealing with young people and understanding teenage minds	*		A
Ability to command and show respect	*		A / R
Experience in leadership		*	A
Experience in working to an agreed performance level and taking part in performance review	*		A/R
Personal qualities			
Able to be an effective team player	*		R / I
Excellent personal and social skills	*		R / I
Able to show initiative and flexibility	*		R / I
Positive and caring approach to students	*		R / I
Education, training and skills			
GCSE or equivalent in Maths and English Grade C or above and 2-3 A-levels	*		A
Education to degree level or equivalent		*	A
Competence in the use of ICT	*		A / R / I
Willingness to undertake appropriate school based training and development		*	I