



COVER SUPERVISOR

JOB DESCRIPTION AND PERSONAL SPECIFICATION

Name:

Job Title: Cover Supervisor

Salary Scale: 37 hours per week, Grade E, SCP Point 8 – 11 (£17833.95 – £19525.59), term time only

Line Manager: Supported Learning Manager

Fundamental Purpose

To supervise students and their work during periods of short term teaching absence and provide high quality cover. The role involves taking sole charge of a group of students.

To supervise classes across the curriculum (KS3 and KS4) following a programme of study. To actively engage with the class and follow all classroom procedures as per the classroom teachers instructions.

To cover in Year Bases in the absence of the Deputy Head of Year to provide a point of contact for parents and students throughout the day and deal with pastoral issues as they arise.

To cover in the Inclusion Centre in the absence of one of the Inclusion Centre staff to provide continuity to the provision, working with the other staff member to supervise the students and help maintain a calm and productive environment.

Contribute to raising standards by providing support to departments and the whole academy. To assist with student intervention as directed.

Key Responsibilities

- Supervise students in class during the absence of their class teacher.
- Recording and reporting attendance of students in accordance with academy policy.
- Supervising entry and departure of students in accordance with academy policy.
- To deliver lessons as set by the teacher, ensure students are on task and complete the work set.
- Administer clear instructions to the class, based on the detailed work set, and actively supervise students as they carry out the instructions.
- Respond to any questions from students about process and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Deal with any immediate problems or emergencies according to the academy policies and procedures.



- Report back as appropriate using the academy's agreed procedures on the behaviour of students during class, and any issues arising.
- Manage the behaviour of students whilst they are undertaking the work in a constructive environment.
- Leave the classroom in a good order at the end of the lesson.
- Assisting with the management of student behaviour, issuing praise points and consequences as appropriate, to ensure a constructive working environment.
- When necessary, for short-term absence, undertake Year Base duties under the direction of the Year Leader.
- When necessary, for short term absence, cover in the Inclusion Centre under the direction of Inclusion Centre staff.
- During periods when cover is not needed, work under the direction of the line manager, to provide support in the following areas exam invigilation, support for SEN students, administration support and any other appropriate duties.
- Undertaking and participating in any training as and when required.
- The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Follow academy policies, practices and procedures.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to academy efficiency.
- Maintain a professional portfolio of evidence to support the performance management process – evaluating and improving own practice.
- Attend relevant academy meetings, to include staff briefings, head of department meetings, departmental and others as required by the line manager.



Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people.
- The post holder also has a duty to promote the welfare of all children and young people.
- To inform the Safeguarding Lead of any issues relating to the safety and well-being of students.

Lord Lawson of Beamish Academy is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment.

This job description may be amended at any time in discussion between the Principal/Deputy/Assistant Principal and the employee and will be reviewed annually before the commencement of the next appraisal cycle.

Employee

Date

Line Manager

Review Date



Personal Specification

Attribute	Essential / Desirable	Assessment
Qualifications and Professional Development		
English and Maths to GCSE standard	E	A
Has demonstrated further professional development through qualifications or training	D	A
Knowledge and Skills		
An understanding of the education system	E	A/I
Knowledge of a range of strategies to promote good behavior	E	A/I
Knowledge and understanding of what makes for effective learning in a classroom setting	E	A/R/I
Knowledge and understanding of how a lesson is delivered	E	A/I/R
Awareness and understanding of school policies and procedures	D	I
Ability to communicate effectively with 11-18 year old students	E	A/I
Ability to work closely and productively with teachers and support staff	E	R
Ability and confidence to use a wide range of teaching and learning styles in the classroom	E	A/I/R
Competency in the use of ICT for professional purposes, such as Microsoft Office and MS Teams	E	A/R
Excellent organisational skills and administrative abilities, including time management skills	E	A/R/I
Good interpersonal skills to communicate effectively and professionally with staff, students, parents and other outside agencies either by phone or in person	E	R/I
Flexibility and the ability to respond to changing demands	E	R/I
Ability to establish good working relationships with colleagues	E	R/I
Ability to work as an individual, as well as part of a team	E	A/R/I
Ability to work using own initiative	E	A/R/I
Ability to remain calm and professional at all times	E	R/I
Experience		
Experience as a Cover Supervisor	D	A/R
Experience of supervising young people	E	A/R
Experience of managing groups of students	E	A/R/I
Experience of working as part of a team	E	A/R/I
Experience in a secondary setting	D	AR/I
Personal Qualities		
Flexibility of working hours	E	A/I
Committed and reliable	E	I
High professional standards	E	A/R/I
Excellent timekeeping	E	R/I
A commitment to working with students of all abilities to enable them to reach their potential (equal opportunities and inclusion)	E	A/I/R
A thoughtful and reflective individual	E	R/I
An effective and creative team player	E	A/R/I
A lively, motivated and enthusiastic practitioner	E	A/R/I



	A willingness to use initiative and sometimes take risks in order to strive for continuous improvement	E	A/I
	A commitment to continuous professional development	E	A/I
	A willingness to be involved in extra-curricular activities	D	A/R/I
	A commitment to upholding the values and policies of the academy – particularly with regard to promoting the welfare and safeguarding of children	E	A/R/I

Assessment and evidence: A = Application; I = Interview process; R = Reference