



Cover Supervisor

JOB DESCRIPTION

- RESPONSIBLE TO:** The Member of the Senior Leadership Team responsible for Classroom cover
- JOB PURPOSE:** Under the professional direction of a teacher to supervise whole classes during the short term absence of a class teacher

Principal Accountabilities:

Support for pupils	<p>To supervise whole single classes of students using material planned by a teacher to engage pupils in learning activities.</p> <p>Establish productive working relationships with students acting as a role model and setting high expectations of work and behaviour.</p> <p>Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.</p> <p>Respond to students' general queries and keep students on task.</p>
Support for teachers	<p>Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.</p> <p>Comply with instructions requested by the usual class teacher.</p> <p>Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.</p>
Support for curriculum	<p>Make appropriate use of equipment and resources.</p> <p>Comply with lesson plans and instructions from class teacher.</p>



Testbourne Community School

Be aware of and take responsibility for all aspects of safeguarding and promoting the welfare of children.

Participate in all aspects of training and development.

Any other duties commensurate with the overall responsibility of the position and deemed relevant by the Headteacher and Line Manager.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service certificate.

The details contained within 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 job 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 this job description from time to time and will consult the post holder at the appropriate time.

Date prepared 18th December 2018

Signed _____ Date: _____



Person Specification

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Professional qualifications	Essential	Desirable	Evidence
Educated to GCSE level	✓		Application and documents
Professional experience	Essential	Desirable	Evidenced
Experience in a student support role within a secondary school		✓	Application Interview References
Personal skills	Essential	Desirable	Evidenced
Reliable and punctual	✓		Interview
Commitment to safeguarding and promoting the welfare of our students whilst maintaining confidentiality	✓		References
Shows initiative, organisation and time management skills	✓		
Ability to communicate with people appropriately and effectively demonstrating patience, resilience and tolerance	✓		
Empathy for students with difficult a home and/or school life	✓		
Ability to work under pressure	✓		
Ability to command respect from students, staff and parents	✓		



Commitment to the wider role of staff working in education	✓		
Personal attributes	Essential	Desirable	Evidenced
Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community.	✓		Interview
Positive mind set with a passion for overcoming barriers.	✓		
Ability and willingness to work alone or as part of a team, as required	✓		
Strong working ethos with a pro-active, positive, enthusiastic and flexible approach.	✓		

Working conditions – environment, and physical effort or strain.

Minimal degree of physical effort involved.

Context/additional information

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date.

There is a particular responsibility to maintain high standards of health and safety, in order to ensure that students and staff are protected from various hazards, within the framework of relevant risk assessments.

Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure Barring Service and other relevant employment checks.