



Founded 1636 by Grace, Lady Manners
Lady Manners School

Job Description

Member of Staff:	Vacant
Post Title:	Cover Supervisor
Grade:	8
Responsible for:	N/A
Responsible to:	Curriculum Leader/School Business Services Manager

Overall Responsibility:

To supervise the delivery of a prepared lesson in the absence of a class teacher in order to ensure that the continuity of students' learning is maintained.

Specific Duties and Responsibilities:

1. Provide classroom management to classes/tutor groups in the absence of a teaching member of staff, as directed by the Cover Assistant.
2. Create a purposeful and orderly environment in which students can complete the work that is set by the teacher.
3. Communicate the work set by the teacher to the students and support them in the completion of the tasks set (e.g. provide encouragement, reassurance, direct to possible sources of information).
4. Make use of departmental and/or ICT equipment as directed by the teacher setting the lesson.
5. Provide verbal or written feedback to the teacher about the lesson indicating tasks completed or not completed, behaviour issues etc.
6. Develop a thorough understanding of the school's Behaviour for Learning Policy and utilise the methodologies outlined in the policy.
7. Develop a thorough understanding of the school's Special Educational Needs Policy.
8. Assist Curriculum Leaders to develop a bank of suitable cover supervision learning resources for subjects at key stage 3 and 4.
9. Establish a sound understanding of the National Curriculum at key stage 3 and 4 in all subject areas.
10. In the event that all teachers are present carry out administrative and other supportive duties as directed.
11. Patrol the school site at lunchtime as part of a rota system to supervise students' behaviour.
12. Participate in school based meetings and continuing professional development activities.

13. Attend and contribute to Cover Supervisor team meetings in order to assist with the development of the team.
14. Undertake bus and break duties, as required.
15. Invigilate internal and external examinations as required.
16. Accompany visits and field trips as required.

General Duties and Responsibilities:

1. Support the aims, ethos and priorities of the school.
2. Undertake training and development activities relevant to the position.
3. Maintain an understanding of and work within school policies, procedures and statutory regulations, including in respect of health and safety, equal opportunities, data protection, safeguarding children and safer working practice.
4. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Person Specification

	Essential or Desirable
Experience:	
Managing the behaviour of children/young people	Essential
Working with children/young people	Essential
Working in an administrative environment	Desirable
Promoting a calm and effective learning environment	Desirable
Working in secondary school	Desirable
Qualifications:	
Good standard of education at GCSE or equivalent	Essential
Evidence of continuing professional development	Desirable
5 GCSEs grade C+ including English and Mathematics	Desirable
Relevant Level 3 qualification (e.g. NVQ III or A-Levels)	Desirable
Knowledge:	
Understanding of the importance of safeguarding children and of safer working practice	Essential
SEND in an education setting	Desirable
Behaviour management techniques*	Desirable
National curriculum at key stages 3 and 4	Desirable

Skills:	
Ability to work flexibly	Essential
Ability to recognise the need for and maintain a high degree of confidentiality	Essential
Ability to relate to teachers, other professionals, parents/carers and students	Essential
Ability to work as part of a team and on own initiative	Essential
Ability to work calmly and professionally under pressure	Essential
Attention to detail	Essential
Ability to organise and prioritise work effectively and to deadlines	Essential
Good communication skills	Essential
Basic administrative skills	Essential
ICT skills (e.g. Microsoft Office)	Essential
Ability to motivate students	Desirable
Attitudes and Values:	
Commitment to school improvement and raising achievement for all students	Essential
Ability to form and maintain appropriate relationships and personal boundaries with young people	Essential
Takes responsibility and understands accountability	Essential
Committed to the needs of the students, parents/carers and other stakeholders	Essential
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations	Essential
Adaptable to change	Essential
Ability to relate to and promote the school ethos	Essential
Other:	
Willing to self-improve / attend training	Essential
Willing to provide cover in any subject area	Essential

The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

Evidence will be drawn from some or all of:

- Letter in support of application
- Application form
- Response to questions during interview
- Test or task
- References