

## JOB DESCRIPTION

<b>COVER SUPERVISOR</b>	
<b>Scale</b>	F Points 6-11
<b>Working Pattern</b>	Term time + 5 Inset Days – Hours to be agreed
<b>Section</b>	Support Staff
<b>Responsible to</b>	Deputy Headteacher responsible for Cover and the Cover Data Manager
<b>Responsible for</b>	This position has no direct responsibility for line management.

<b>Job Purpose</b>	To provide high quality supervision to support teaching and learning and to enable the effective use of resources and high standards of achievement for students, within an environment in which students feel safe, rewarded and challenged.
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<b>Duties &amp; Responsibilities</b>	The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.
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	<ul style="list-style-type: none"> <li>• Cover or support lessons under the guidance of well trained staff and carry out the following: set high expectations and provide supervision in the classroom, support and participate in curriculum development, maintain high standards of work and behaviour, effectively and efficiently deploy quality resources for learning, assist with the assessment, recording and reporting of progress and respond appropriately to questions raised by students.</li> <li>• Ensure that delivery of agreed lessons and learning experiences promotes equality of opportunity and ensure course outlines, syllabuses and schemes of work as agreed by senior staff are followed.</li> <li>• Whilst covering and supporting lessons in relation to Teaching &amp; Learning ensure that students' special educational needs are recognised and met, promote and develop different learning styles for students, ensure good record keeping with respect to teaching and learning is carried out, ensure homework is set in line with the school policy, utilise ICT in learning activities and develop students' competence and independence in its use and assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils.</li> <li>• Key tasks include supporting the vision and ethos of the school, promote high</li> </ul>
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expectations of students throughout the faculty, promote a climate for learning, lead by example to help motivate, inspire and enthuse students in their studies, encourage students to recognise their role within school and within the wider community, set a good example in terms of dress, punctuality and attendance, assist with the supervision of students outside of lesson times, including before and after school and during lunchtime and attend relevant scheduled meetings and briefings as appropriate.

- Uphold the school's policies, procedures and practices, be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- There will be some duties including lunchtime supervision as part of this role and a willingness to undertake First Aid training as required.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust
- Participate in the school's appraisal process.
- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and Safety policies.
- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
- Perform any other reasonable tasks within the range of the salary grade

## PERSON SPECIFICATION

### Training and Qualifications and Likely Abilities

- Have good level of education.
- Have good presentation skills
- Have experience of working with children/young people
- Be able to hold authority
- Be fully conversant with school's behaviour management policy
- Can solve problems
- Can exercise initiative and independent action
- Is pro-active in offering ideas.

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.**

**COMMITTED TO EQUAL OPPORTUNITIES**