



Job Description

POST TITLE:	Cover Supervisor
GRADE:	Grade 7
HOURS OF WORK:	8.15am - 3.30pm; Monday to Friday Term time only
RESPONSIBLE TO:	Assistant Head of School (<i>subject to review</i>)

PURPOSE OF THE JOB:

- To supervise classes across the curriculum during the short-term absence of their class teacher;
- To enable access to learning for all students;
- To contribute to raising standards by providing students with appropriate levels of support and intervention;
- To provide support to departments and the wider school.

MAIN RESPONSIBILITIES

1. Cover Supervision

- Supervise pupils in class during teacher absence, under the direction of the Assistant Head of School.
- Attend morning briefings, meetings and training opportunities organised as required.
- Take class registers when appropriate.
- Liaise with Heads of Department and class teachers to clarify instructions.
- Work with Teaching Assistants and use available information to support students' individual needs.
- Support access to the curriculum for all students, using appropriate intervention strategies.
- Contribute to behaviour management, in line with the school's Behaviour Policy, using positive and proactive strategies.
- Deliver clear instructions based on the work set and actively supervise and assist students.
- Provide written feedback to the class teacher on student engagement and behaviour.
- Record information on Bromcom in accordance with school policy.
- Contribute to the development and deployment of IEPs for students with special needs.
- Assist in the planning and evaluation of cover lessons.
- Provide feedback on learning activities and student progress, contributing to school review and development planning.



2. Intervention and Support

- Provide intervention and support for individual students and small groups, under the direction of the Assistant Head of School and subject specialists.

3. Departmental Support

- Assist departments with resource preparation, classroom displays, filing and other administrative tasks, under the direction of the Assistant Head of School and subject specialists.
- Provide administrative support as directed by the Assistant Head of School or SLT.

4. Exam Invigilation

- Support the invigilation of examinations as required.

5. Whole School Support

- Attend and actively participate in staff training and meetings.
- Contribute to maintaining a safe and healthy school environment.
- Participate in school events and activities.
- Develop and maintain effective working relationships with staff, students and parents/carers.

GENERAL NOTES:

- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).



Person Specification

POST TITLE: COVER SUPERVISOR

Criteria	Essential	Desirable
Educational Qualifications	➤ Good educational background with minimum 5 GCSE at Grade 4 or above (or equivalent) including English Language & Maths	➤ Educated to degree level ➤ Specialism in English or Maths ➤ Qualified First Aider, or willingness to undertake training
Experience	➤ Experience of working with young people ➤ Experience of organising own workload	➤ Experience of working in a secondary school as a Cover Supervisor or related role, (e.g. Teaching Assistant, Instructor) ➤ Experience of delivering activities to small groups
Skills/Abilities	➤ Ability to gain the respect of students ➤ Excellent communication skills, both oral and written ➤ Ability to use own initiative ➤ Good organisational and listening skills ➤ Sensitivity and empathy ➤ Strong interpersonal skills ➤ Excellent ICT skills ➤ Ability to adapt to change ➤ Ability to learn quickly	
Knowledge and Understanding	➤ Appreciation of the absolute confidentiality of information received in school ➤ Understanding of inclusive education ➤ Understanding of safeguarding and child protection	



Other Requirements	➤ Approachable and committed ➤ Willingness to work hard with enthusiasm and vision ➤ Ability to motivate self and others ➤ Ability to remain calm under pressure ➤ Willingness to undertake training ➤ Ability to respond positively to feedback and adapt strategies ➤ Willingness to take a full and active role in school life ➤ Positive and flexible attitude	➤ Ambition to pursue a career in teaching or other roles within education ➤ Willingness to learn new skills
Safeguarding Competencies	➤ Commitment to promoting and safeguarding the welfare of all staff and students ➤ Demonstrates empathy for the concerns of others ➤ Shows respect for others' feelings, views and circumstances ➤ Seeks and uses professional support appropriately ➤ Demonstrates flexibility of approach ➤ Shows a personal commitment towards safeguarding children	

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