



### Person Specification: Cover Supervisor

	Essential	Desirable	How to be tested
<b>Qualification criteria:</b> <ol style="list-style-type: none"> <li>1. GCSE English and Maths at Grade C or above.</li> <li>2. Eligible to work in the UK</li> <li>3. St John's Ambulance First Aid/Red Cross First Aid or equivalent or prepared to undertake training.</li> </ol>	√ √		<b>Application form &amp; evidence</b>
<b>Experience:</b> <ol style="list-style-type: none"> <li>4. Experience of working with children or young people.</li> </ol>	√		<b>Application form &amp; interview</b>
<b>Vision and Strategy:</b> <ol style="list-style-type: none"> <li>5. Vision Aligned with Cox Green School of high aspirations and high expectations of self and others.</li> </ol>	√		<b>Interview</b>
<b>Behaviours, Skills and Abilities:</b> <ol style="list-style-type: none"> <li>6. The ability to enthuse and inspire others and has a 'can do' attitude.</li> <li>7. A passion for and relentless determination that every student develops and succeeds.</li> <li>8. Excellent listening, communication skills and high levels of emotional intelligence.</li> <li>9. Ability to work with students and staff of a diverse nature.</li> <li>10. Ability to work collaboratively with teachers and others.</li> <li>11. Strong organisational and time-management skills and ability to work under pressure.</li> <li>12. Resilience and optimism to lead through day-to-day challenges in a busy school environment.</li> <li>13. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.</li> <li>14. An ability to help implement necessary routines and patterns to establish good behavior management within a school.</li> <li>15. The ability to work well under pressure and to be decisive.</li> <li>16. High levels of honesty and integrity, confidence &amp; self motivation.</li> <li>17. Ability to communicate fluently in accurate spoken and written English.</li> </ol>	√  √  √ √ √  √  √  √  √  √		<b>Interview</b>             <b>Interview</b>
<b>Other:</b> <ol style="list-style-type: none"> <li>18. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.</li> <li>19. The post holder must be committed to safeguarding the welfare of children.</li> </ol>	√ √		<b>Interview &amp; references</b>



**COX  
GREEN  
SCHOOL**

# Cover Supervisor

## Job Description: Cover Supervisor

<b>Line Manager:</b>	Data Manager
<b>Posts directly supervised:</b>	N/A
<b>Main Purpose of Role:</b>	To secure excellent achievement and progress of all students and to ensure gaps are narrowed within the classes that are covered. To prepare and maintain resources and to support staff and students in high quality teaching and learning.
<b>Conditions of Service:</b>	Reference should be made to the TDA publication National Occupational Standards for Support Staff.

### Core Accountabilities:

#### Achievement and Progress :

- Ensure all students; including those with SEN make at least good progress across all of the key stages by supporting students in accessing learning activities under the guidance of the teacher.
- Ensure variations between the progress made by different groups of students or any areas of underachievement including the variation of groups of students is addressed and the achievement gap is narrowed significantly by knowing students and their needs.
- Ensure all learners develop literacy, communication and numeracy skills through the preparation of resources and materials and when covering lessons.

#### Teaching and Learning:

- Support the delivery of high quality learning by providing cover when a member of teaching staff is absent in order that students make at least good progress.
- Support all students and key stages across the curriculum as required by the daily cover list.
- Promote consistently high expectations of all students and apply whole school policies.
- Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students.
- Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities.

#### Behaviour and Safety:

- Develop and promote effective partnerships with parents, carers, other staff and students so they are highly positive about the subject area in terms of achievement, teaching and learning, behavior and safety.
- Ensure student behaviour is managed through a systematic, consistent approach to behaviour management, in line with whole school policy, is applied within all lessons.
- Take active steps to eradicate all forms of bullying under the guidance of teaching staff.
- Be aware of what constitutes an unsafe situation and that staff within their subject area know how to keep themselves and others safe.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Perform duties in line with Health & Safety rules.
- Undertake First Aid duties in line with qualification/training received and act in line with the schools accident/incident policy.

**Leadership and Management:**

- Demonstrate an uncompromising and highly effective drive to improve achievement, or sustain the highest level of achievement, for all students, over a sustained period of time.
- Lead by example and demonstrate passion and ambition for the school, subject and its students.
- Focus relentlessly on improving the quality of teaching and learning and assessment within the classroom when undertaking a cover lesson.
- Support staff in providing highly positive, memorable and rich experiences for high quality learning which contributes to student achievement within the subject area and their spiritual, moral, social and cultural development.
- Employ highly effective strategies to improve achievement and progress by: seeking out and modeling best practice, reflecting on the quality of teaching, learning, behaviour and progress, being open to coaching, dialogue, mentoring and support.
- Seek regular feedback through line management and be positive and active in team meetings to allow for effective communication and dissemination.
- Take part in staff appraisal and absence management meetings (if applicable).
- Work effectively and positively with the governing body, the leadership team and all other staff.
- Meet the statutory requirements for safeguarding.

**Main Duties:**

- In the event of a short term teacher absence take responsibility for supervising classes, working across all subject areas.
- To provide quality classroom management to classes in the absence of the teacher, instructing pupils about the work set by the teacher, ensuring understanding of tasks set.
- To create a purposeful and orderly environment in which students can complete work set by the teacher, monitoring to ensure they are on task and completing work set at an appropriate pace.
- Provide necessary resources for activities set and clarify instructions, to ensure that pupils are able to progress.
- Manage the behaviour of pupils whilst in the classroom within the school's behaviour policy referring pupils on in appropriate circumstances.
- Complete registration in line with the school procedure.
- Collect and return work to teachers as required and ensure classroom is left ready for next lesson.
- To maintain good communication between key staff to ensure continuity of students learning.
- To support the schools sanctions and rewards policy.
- To supervise and support in the student exclusion room as directed.
- To support the development of learning resources following the guidance of a subject teacher
- To accompany visits and field trips as required.
- To support examinations as a reader or scribe as required.
- Undertake additional administrative duties if not being used for cover including for example displays, filing, typing.
- To use school IT systems as needed.
- To attend staff briefings and meetings in accordance with the calendar.
- To participate in INSET (Professional Development Days).
- To participate in staff appraisals and absence management meetings.
- Undertake some invigilation duties during examination periods.
- Undertake a half hour duty each week.
- To provide First Aid cover on a rotational basis.

<b>General responsibilities:</b>	
<ul style="list-style-type: none"><li>• As a member of support staff contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognizes and celebrates success and promotes high expectations and aspirations.</li><li>• Contribute to the effective management of the school through the implementation of school policies, code of conduct.</li><li>• Attend meetings and parents' meetings relevant to the post.</li><li>• Other duties as the Head may reasonable require.</li></ul>	
<p><i>Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.</i></p> <p><b>I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.</b></p>	
<b>Name:</b>	<b>Signature:</b>
<b>Date:</b>	