



## Warden Park

'The Best From All'

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Cover Supervisor</b>	<b>GRADE: SLT Grade D</b>
<b>REPORTS TO:</b> Head i/c Cover	<b>Cover Manager/Assistant</b>	
<b>WORKING WITH:</b>	<b>Teaching staff and students</b>	<b>DEPARTMENT: Cover</b>

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**Purpose of job:** You will be engaged in regulated activity with students, supporting their learning by:

- Providing supervision during the short-term absence of a subject teacher.
- Directing and organising students as outlined in the teacher's plan.
- Ensuring that students complete the tasks set within a good learning environment.
- Providing supervision during exams, school visits and off-site activities.

#### **Responsibilities:**

- Contribute to the aims and values of the school.
- Accurately register student attendance during both lessons and registration using Go4Schools.
- Communicate, distribute and supervise the work that has been set by the teacher in accordance with the academy policy/procedures.
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive learning environment.
- Be able to understand and use a range of strategies to deal with classroom behaviour as a whole and also individually. This will involve implementing the academy Behaviour Management Policy.
- Liaise with the pastoral leader to ensure implementation of the school's pastoral system where appropriate.
- Respond to any questions from students about the process and procedure of the work set. There is no formal expectation that cover supervisors will have subject specific knowledge.
- Promote good character virtues and attributes in line with established policy.
- Deal with any immediate problems or issues relating to students according to the school's policies and procedures.
- Use skills and experience to safely manage classroom activities, the physical learning space and resources for which you are responsible.

- Collect completed work after the lesson as specified. This may involve directing students to hand in work on a digital platform
- Report back to the teacher or Curriculum Leader as appropriate, using the school's referral procedures on the behaviour of students during the class, and any issues arising.
- Cover morning registration (tutor time) when needed. Communicate as appropriate regarding students with appointments, persons or bodies outside of school concerned with the welfare of students.
- Accompany students to assemblies and carry out the registration process.
- As required and under the guidance of teaching/senior staff, undertake a range of other activities to support student learning that may include: exam invigilation, general clerical administrative support, supervision of extra-curricular activities, etc.
- Attend and participate in regular meetings as required.
- Participate in CPD training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

**Responsibilities general:**

- To be responsible for the implementation of, and compliance with, the provisions of legislation and school policy relating to health and safety, of such employees and areas of the workplace as fall under direct control of the post holder and for complying with legislation relating to works and contracts as are within the direct responsibility of the post holder. Induction will be provided.
- To undertake such other duties appropriate to the grade and character of work as may reasonably be required.
- To be prepared to implement the Sussex Learning Trusts Equity, Diversity & Inclusion Policy at all levels appropriate to the job and must at all times carry out his/her duties with due regard to this policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Warden Park Secondary Academy maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed.....Date: .....



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## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Cover Supervisor</b>	<b>GRADE: SLT Grade D</b>
<b>REPORTS TO:</b>	<b>Cover Manager/Assistant Head i/c Cover</b>	
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## **ESSENTIAL CRITERIA**

### **Job related education, qualifications and knowledge**

- A good standard of education
- Familiar with the full range of academy policies and procedures, particularly those regarding health, safety and security, equal opportunities issues, child protection, confidentiality, data protection and special educational needs (SEN). Full training will be provided.
- Understands the range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.
- Understands classroom roles and responsibilities and own position within those roles.

### **Experience**

Experience of working in a school and/or with young people. This may include experience of, for example, working in youth groups or social care organisations or supervising/managing staff in commerce or industry.

### **Skills/Abilities**

- Ability to safely manage classroom activities, the physical learning space and resources for which they are responsible.
- Demonstrates a firm but fair and friendly approach able to command the classroom.
- Demonstrates positive, confident and sensitive management of pupils (including those who display challenging behaviours).
- Displays good written and oral communication skills.
- Able to build positive working relationships with both students and colleagues
- Good observational skills with the ability to feedback information clearly and concisely.
- Patience and resilience.
- Good numeracy/literacy skills.

- Can use IT effectively to support learning. This will include the use of Google Workspace (training will be given).

### **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Sussex Learning Trusts Equity, Diversity & Inclusion Policy.

The term “cover” refers to any occasion where the teacher normally responsible for teaching a particular class is absent from the classroom during the time they have been timetabled to teach. As much as is reasonably possible, job holders will ensure they are well prepared to cover lessons.

Jobholders have to be sensitive to the impact of their own words and behaviour on pupils and be aware of current Safeguarding requirements.