



Job Description and Person Specification

Post Title	Cover Supervisor
Salary ISR	14-17 (£16,781 - £17,772 fte)
Purpose:	<ul style="list-style-type: none"> • To supervise whole classes, covering short-term teacher absence • Ensure pupils complete work set by the teacher • Practical classroom and administrative support when cover supervision is not required
Reporting to:	Cover Manager
Working Time:	33 hours per week / 39 weeks per year; 8 – 3.15 pm
Post Holder:	

Specific Areas of Responsibility	
Main duties	<ol style="list-style-type: none"> 1. To provide cover supervision for classes or individual students (using material planned by a teacher to engage pupils in learning activities, following lesson plans and instructions from class teacher or other teacher who has set work on behalf of class teacher) and administrative and practical support when cover supervision is not required. 2. Respond to pupils' general queries about the work set and keep pupils on task 3. Establish productive working relationship with pupils, acting as a role model and setting high expectations of work and behaviour 4. Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with School/department policies and procedures 5. Maintain a positive learning environment for completing work 6. Provide objective and accurate feedback to the teacher on the conduct of the lesson and on any other issues that have affected the completion of the work, including keeping appropriate records as requested by the teacher 7. Collecting work as required at the end of the lesson and returning it to the appropriate teacher 8. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with School/department policies and procedures and encourage pupils to take responsibility for their own behaviour 9. Be aware of, and comply with, policies and procedures relating to child protection, equal opportunities, health & safety and security, confidentiality and data protection, reporting all concerns to a line manager 10. As and when required, carrying out duties as an Examination Official or Invigilator. 11. Attend relevant school meetings as identified by the Line Manager 12. Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace 13. Such other duties as may reasonably be allocated within the purview of the post by the Line Manager/Headteacher

Generic Responsibilities

- To act as a positive role model
- To participate in school initiatives where every person is expected to contribute to learners progress
- To participate in the GFM's professional learning programme as agreed
- To contribute to the GFM's procedures for a self-evaluation process
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- To play a full part in the life of the GFM Community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.

Mobility Clause

As an employee of the GFM you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role. For administrative purposes, including payment of travel expenses to establishments within the GFM, your work base will be Bay House School.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Signature _____

Dated _____

GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Person Specification Cover Supervisor	Essential/Desirable
Experience of working in a school environment or other environment with young people	<i>D</i>
Ability to work in a team and individually using own initiative	<i>E</i>
A commitment to the education and well-being of pupils	<i>E</i>
Good IT competence in Excel and Word, literary and numeracy skills	<i>D</i>
Good written and verbal communication skills and be able to clarify and explain instructions clearly	<i>E</i>
Ability to self-evaluate and actively seek opportunity for self-improvement	<i>D</i>
Excellent record of attendance and punctuality	<i>D</i>
Team-player, personable, approachable, emotionally intelligent with a sense of humour	<i>D</i>
Ability to deal with any confrontational situations appropriately	<i>D</i>
Ability to maintain confidentiality in dealings with pupils, professionally discrete and able to respect confidentiality on particular issues	<i>E</i>
Demonstrates an understanding and awareness of child behaviour, have empathy with pupils and be sympathetic to their needs	<i>E</i>