



<b>JOB TITLE</b>	<b>Cover Supervisor</b>
<b>GRADE</b>	<b>NJC Grade 23-28.</b> <b>FTE £34,434 - £39,152</b> <b>(Actual pro rata salary £29,650 - £33,713) + SNA allowance £813.00 per annum.</b>
<b>RESPONSIBLE TO</b>	<b>Deputy Headteacher</b>
<b>HOURS OF DUTY</b>	<b>36 Hours, term time + 5 inset days</b>

### Key Purpose

To supervise classes and learning activities during the short-term absence of teaching staff, ensuring that students remain engaged in learning and that a positive, safe and productive environment is maintained. The postholder will support teaching and learning across the academy and contribute to the wider life of the school.

### Key Responsibilities

#### Classroom Supervision

- Supervise whole classes during the absence of the class teacher, delivering pre-prepared work in accordance with academy procedures.
- Ensure students remain on task and complete work set by teaching staff.
- Manage student behaviour in line with the academy's Behaviour Policy.
- Respond to questions from students regarding instructions and procedures, referring learning-related questions to teaching staff where appropriate.
- Register students accurately and follow attendance procedures.
- Collect completed work and return it to the relevant teacher or curriculum area.
- Provide feedback to teaching staff regarding student engagement, behaviour and any issues arising during lessons.
- Deal with immediate incidents or emergencies in accordance with academy policies and procedures.

#### Student Support

- Supervise students working in isolation or alternative provision settings as part of behaviour support interventions.
- Support students with additional needs, including SEND and EAL learners, where appropriate.

- Promote high expectations of behaviour, attendance and achievement.

### **Curriculum and Learning Support**

- Support classroom teachers and curriculum areas when not deployed for cover supervision.
- Assist with the preparation, organisation and maintenance of learning resources and classroom displays.
- Contribute to the development and organisation of learning materials and activities.
- Provide targeted support to students and small groups as directed.

### **Wider School Responsibilities**

- Undertake breaktime, lunchtime and other supervisory duties as required.
- Accompany and supervise students on educational visits, trips and enrichment activities.
- Invigilate internal and external examinations as required.
- Participate in staff meetings, training, INSET and professional development activities.
- Support administrative tasks where appropriate during periods of low cover demand.
- Support colleagues across the Trust when required and agreed.

### **Safeguarding Responsibilities**

- Promote and safeguard the welfare of all children and young people.
- Adhere to all safeguarding, child protection, health and safety, confidentiality and data protection policies.
- Report any safeguarding concerns immediately in accordance with academy procedures.
- Maintain appropriate professional boundaries at all times.

### **General Responsibilities**

- Support and promote the vision, values and ethos of the academy and Trust.
- Work collaboratively and professionally with students, parents, carers, colleagues and external agencies.
- Champion equality, diversity and inclusion and ensure equal opportunities for all.
- Act as a positive role model and ambassador for the academy.
- Maintain high standards of professionalism, attendance and conduct.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

## Person Specification

### Qualifications

Criteria	Essential	Desirable
GCSE Grade C/4 or above (or equivalent) in English	✓	
GCSE Grade C/4 or above (or equivalent) in Mathematics	✓	
Relevant Level 3 qualification or equivalent experience	✓	
HLTA Status, Foundation Degree in Education, or qualification in Supporting Teaching and Learning		✓

### Experience

Criteria	Essential	Desirable
Experience working with children or young people in an educational, youth work or similar setting	✓	
Experience managing groups of young people	✓	
Experience supporting students with SEND and/or EAL needs		✓
Experience working within a secondary school environment		✓
Experience supporting learning across different curriculum areas		✓

### Knowledge and Understanding

Criteria	Essential	Desirable
Understanding of safeguarding and child protection responsibilities	✓	
Understanding of behaviour management strategies	✓	
Knowledge of equality, diversity and inclusion principles	✓	
Understanding of the secondary school curriculum		✓
Awareness of SEND and inclusion practices		✓

### Skills and Competencies

Criteria	Essential	Desirable
Excellent communication and interpersonal skills	✓	
Ability to build positive relationships with young people	✓	
Ability to remain calm and resilient under pressure	✓	
Strong organisational and time management skills	✓	
Ability to work independently and use initiative	✓	
Ability to adapt quickly to changing circumstances	✓	
Competent use of ICT and educational technology	✓	
Ability to work effectively as part of a team	✓	
Coaching and mentoring skills		✓

### Personal Qualities

Criteria	Essential	Desirable
Commitment to safeguarding and promoting student welfare	✓	
Commitment to inclusion and equal opportunities	✓	
Professional, reliable and approachable	✓	
Empathy and understanding of barriers to learning	✓	
Flexible, adaptable and willing to learn	✓	
Commitment to supporting students to achieve their potential	✓	