

# **Cover Supervisor**

**Job purpose:** To deliver whole class teaching as appropriate on a timetable

basis and/or in the absence of the teacher.

And/or to provide support to teaching staff and students.

**Reporting to:** Teachers/senior staff – teaching and non- teaching

Responsible for - Staff None

**Liaising with:** Pupils, teachers, senior staff, parents/carers, visitors to the

school.

Grade of post: G4

Disclosure level: Enhanced

#### **Job Outline**

- To supervise pre-prepared activities in the short term/unplanned absence of the teacher.
- To communicate to students the work set by the teacher.
- To oversee distribution of books, equipment, worksheets as directed by the teacher.
- To communicate feedback to the teacher from the covered lesson to the teacher using forms as required.
- To manage the behaviour of students whilst they are undertaking work with them according to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To assist with the supervision of pupils out of lesson times, including before and after school, lunch and play times as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- To support and make use of the schools disciplinary and reward system.
- To undertake exam/test invigilation.
- To support the administration/office function when not required for cover duty.

### SHEVINGTON HIGH SCHOOL

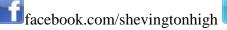
Headteacher: Mr J Grant Shevington Lane, Shevington, Wigan WN6 8AB Tel: 01257 400990 Fax: 01257 400992

Website: www.shevingtonhigh.org.uk Email: enquiries@shevingtonhigh.org.uk

twitter.com/shevingtonhigh

National Support School designated by





# **Other Specific Duties**

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

## **Health and Safety Training**

To undertake Health and Safety Training on areas within the designated work area.

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors:	 Date	
Signed Headteacher:	 Date	
Signed Jobholder:	 Date	
Print Name Jobholder:	 NI No:	
School Name:	 	
DFES	 	

Please sign and return to your manager.



# **Person Specification / Selection Criteria Cover Supervisor G4**

Experience

A. Experience			
	Essential	Desirable	Source
			A = Application
			I = Interview
			R = References
			T = Task/Observation
			P = Presentation
Previous experience of working with children of a	E		A, I
relevant age			

В. **Training and Qualifications** 

	Essential	Desirable	Source
NVQ Level 2, or evidence of the equivalent QCF	E		A, I
credit value, or equivalent qualification or			
comparable level of experience.			
Good standard of numeracy & literacy skills	E		A, I
Willingness to undertake further relevant training	E		Ī
Willingness to undertake basic first aid		D	A. I

#### C. **Knowledge and Understanding**

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of how to use relevant	Е		A, I
equipment/resources including ICT packages			
Understanding of the national/foundation stage		D	A, I
curriculum and other basic learning programmes			
Understanding of relevant policies, codes of		D	A, I
practice and awareness of relevant legislation			
Knowledge of Health and Safety		D	A, I
Understanding of the principles of child	E		A, I
development and learning processes			
Knowledge of the policies/codes of practice and	Е		A, I
awareness of relevant legislation			·

#### D. **Personal Skills, Abilities and Competencies**

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

·	Essential	Desirable	Source
Ability to use different approaches to deal with		D	A, I
whole classroom and individual behaviour			

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Ability to communicate with and relate well to	E		A, I
children and adults			,
Ability to work under supervision and as a team	Е		A, I
member			
Ability to work in accordance with the schools	E		A, I
health and safety policies			
Ability to recognise own learning needs and seek	E		A, I
further opportunities			
Ability to deal with minor injuries		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I