



Cover Supervisor - JOB DESCRIPTION

Reporting To: Assistant Headteacher

Payscale: Cover Supervisor UQT point 1 to 3

Job Purpose:

To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.”

To supervise classes during the absence of teachers and provide support to departmental teams.

Key Responsibilities: Specific

- To instruct and support pupils in relation to the work left by the teacher.
- To ensure pupils are provided with the necessary resources to facilitate learning. On occasions this may include locating missing or additional resources as required.
- To register and record pupil attendance in lessons, including lateness and absence and further ensuring the dissemination of important messages from other areas of the school.
- To answer pupils’ queries in relation to the instructions left by the teacher, ensuring that instructions are understood, encourage peer mentoring where necessary.
- To liaise with subject leaders in relation to work set by subject teachers as appropriate and maintaining a positive support network throughout each subject department.
- To use resources available within the school system to add to work left by teaching staff for the lesson, acquiring extra resources where necessary.
- To supervise the class for the duration of the lesson by:-
 - ensuring positive behaviour is maintained
 - encouraging and supporting the learning experience of the pupils
 - monitoring pupil behaviour to prevent negativity being a barrier to learning
 - using the school sanction and reward system as appropriate
 - ensuring behavioural issues are managed within the school’s Behaviour Policy.
- To supervise groups of pupils and assist with revision by:-
 - encouraging pupils to utilise all the revision material provided
 - offering guidance on revision techniques
 - ensuring the classroom environment is conducive to revision.
- To ensure pupils enter and leave classrooms in an orderly manner
 - Ensuring safe passage through corridors and stairways
 - Meeting and greeting pupils on arrival
 - Observing standards of uniforms
 - Seeing the pupils out of the lesson in an orderly fashion.
- To ensure the classroom is left tidy and ready for the next lesson after dismissing the class.
 - Encouraging the pupils to take responsibility for their learning areas
 - Ensuring that all pupils support each other with the clearing up and packing away.
- To cover for form tutors, including recording attendance, checking equipment / uniform, etc.
- To assist in establishing and maintaining good order within the school, including undertaking duties as necessary.
 - Supporting other staff whilst they are on duty
 - Maintaining acceptable behaviour standards around the site, not just in the classroom
- Assist teachers in classroom management of difficult groups, providing peer support with teachers and other cover staff.
- To respond to, record and report incidents of inappropriate behaviour, in accordance with the school’s Behaviour Policy and associated procedures.
- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility including:-
 - Offering additional support to post-16 study areas
 - Covering for absent staff managing Learning Centres and the Unit
 - Supporting the staff of the library
 - Providing a supportive presence for early career teachers.
 - Providing additional staffing for educational trips and visits.
- Administrative departmental support

Key Responsibilities: General
The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT. The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and vision. The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit. TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others. The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).
The key competencies and behaviours commensurate with this post are identified overleaf.



Ethical Behaviours Charter

Competency	We do this by
Trust	• Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to do the same. • Keeping promises and doing what we say we will • Having genuine compassion for others
Wisdom	• Developing knowledge and expertise, then sharing that knowledge • Learning from mistakes and failures and admitting when we are wrong • Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.
Kindness	• Being patient, respectful, generous and forgiving. • Acting with compassion and care, listening and seeing the person behind the role • Focusing on relational practice; building trust and rapport with others by empowering and elevating them.
Justice	• Doing what is right, rather than what is popular or easy • Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate. • Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.
Service	• Putting ourselves in the service of others. • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful way, demonstrating humility and self-control. • Removing barriers to enable others to do their jobs well
Courage	• Holding ourselves to account when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity and change. • Speaking honestly, openly and with empathy
Optimism	• Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity, cynicism and dishonesty. • Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.
Vision	• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth. • Reading, researching, networking and sharing learning with others. • Believing in the potential of others; helping them be the best they can be.