

Job Description

Job Title:	Cover Supervisor
Reports to:	Cover Manager
Responsible for:	No line management
Salary range:	UNQ 1
Contract:	Full/Part time, term time.

Main purpose of the role:	The Cover Supervisor role provides classroom supervision and supports students learning during teaching staff absence and entails the covering of lessons (work is usually provided) and supporting the pastoral and academic work of the pupils.
Main duties:	1. To provide cover supervision for lessons, 2. To supervise the students to carry out the work left in accordance with the academy policy, 3. To assist in preparing the learning environment and the materials used therein, 4. To manage student behaviour to ensure a constructive working environment, 5. To respond to students about the work that has been set, providing students with generic support (e.g. literacy, numeracy, IT) to help them complete the set work, 6. To collect the work completed after the lesson and return it to an agreed person/place, 7. To ensure the room is left in good order at the end of the lesson, 8. To supervise the entry and departure of students in accordance with academy policy, 9. To record and report lesson attendance in accordance with academy policy, 10. To report back as appropriate using the academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising, and 11. To deal with any immediate problems or emergencies according to the academy's policies and procedures. 12. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.

	Essential	Desirable
Qualification	• Hold a good honours degree or equivalent. • Hold a grade 4/C in GCSE Maths and English	• A degree in English, Maths, Science or Humanities
Experience	• Experience of working with children • Be able to work calmly under pressure and in challenging situations	
Skills	• Exceptional communication skills • Committed to supporting students • Ability to keep students focused and on task • The ability to provide appropriate levels of challenge so that pupils make good progress and achieve beyond their potential • Ability to secure high standards of behaviour by motivating, encouraging and engaging pupils • Ability to develop in pupils the skills to work independently and collaboratively • Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. • Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff. • Creative and innovative. • Excellent facilitation and presentation skills suitable up to and including senior managers. • Data and IT literate with good IT skills. • Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload. • Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents.	
Qualities	• Able to confidently liaise with senior colleagues including in formal settings. • Confident in operating flexibly and pragmatically in the face of shifting	

	expectations and pressures. • Personal and professional authority and resilience. • Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture. • Empathetic, tactful and diplomatic. • Solution focused, working collaboratively and collegially with colleagues and stakeholders. • Excellent inter-personal skills. • A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments. • Ability to accept constructive feedback • Self-motivated with ambition
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