

## Model Job Description

Job Title	Cover Supervisor	School	The Wordsley School
Post Number	SCH013		
Grade	5 Points 7-11	Salary	£24,294 to £25,979 (pro rata)

Reports To: Mr A Weatherhogg, Headteacher

### Purpose of the Job

To support teaching staff across the school by using prepared lesson materials to cover classes in their absence.

This role should be undertaken in accordance with national and local guidance in relation to the role. Cover supervision takes place where there is no active teaching and pupils undertake pre-prepared work/exercises.

### Main Activities

- Supervise work that has been set in accordance with the school policy.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Respond to questions from pupils about process and procedures.
- Assist pupils to undertake set activities as appropriate.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate, using the school's agreed referral procedures, on the behaviour of pupils during the class and any issues arising.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently, whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.

- Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils.
- Attend and participate in meetings.
- Participate in training and other learning activities as required.
- Supervise pupils on visits, trips and out of school activities as required.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Special Conditions

This post is subject to the DBS checking process.

The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff.

The salary offered reflects the fact that the post holder will be required to work 32 hours per week, term-time only.

Car Allowance

Mileage / N/A

Prepared By  
(Section/Mgr)

Linda Parry

Review Date

29.03.2022

## Model Person Specification

Job Title	<input type="text" value="Cover Supervisor"/>	School	<input type="text" value="The Wordsley School"/>
Post Number	<input type="text" value="SCH013"/>		
Grade	<input type="text" value="5"/>	Points	<input type="text" value="7-11"/>

### Criteria (Essential)

Evidence: A - application,  
C - certificate, I - interview

	Essential	Desirable	Evidence
	√	√	√
<u>Abilities, Experience and Knowledge</u>			
Good numeracy and literacy skills and effective written and oral communication skills.	√		A/C
Experience of working in a secondary school environment.		√	A/I
Knowledge of child protection and health and safety procedures.		√	A/C
Experience of working with/caring for children of a relevant age.		√	A/I
Ability to effectively manage student behaviour in accordance with the school's behaviour management policy and procedure.	√		A/I
Ability to manage classroom activities and the physical learning space safely.	√		A/I
Confident in the use of ICT.	√		A/C
<u>Qualifications / Training</u>			
Grade C or above in English and Maths GCSE or equivalent.	√		A/C
Educated to at least Level 3 standard e.g. A Level or equivalent.	√		A/C
<u>Personal Qualities and Attributes</u>			
Able to empathise and be positive with children and young people.	√		A/I
Ability to use own initiative to work flexibly and respond positively to a range of situations.	√		A/I

Good interpersonal skills.	√	A/I
Ability to work effectively as part of a team and to form positive professional relationships with colleagues.	√	A/I
A willingness to seek specialist advice and awareness of where to seek it.	√	A/I
Ability to adhere to the school's policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.	√	A/I
Ability to work under pressure and to demonstrate initiative and resilience to adapt and respond to changing circumstances.	√	A/I
Show respect and promote the school's values.	√	A/I
Ability to deal calmly with different situations as they arise.	√	A/I

Prepared By

Linda Parry

Date

25.03.2022