



Job Description and Person Specification
Cover Supervisor



JOB DESCRIPTION

Cover Supervisor

Reporting to:	Cover Manager
Salary/Grade:	7
Post Purpose:	A Cover Supervisor will provide short term supervision of classes in the event of the absence (planned or unplanned) of the teacher, ensuring that students are engaged in pre-set work, and managing behaviour and ensuring a safe environment.
Key relationships:	Teachers, Other classroom support staff, Operations Manager.

Main duties and responsibilities

- In the absence of a teacher, to supervise a class of students, ensuring they are engaged in learning activity that has been set by a teacher. This may include explaining the work to be completed and answering questions from students to ensure that they understand what is required of them.
- To liaise with teachers / other relevant staff with regard to work set for a class.
- To feedback to the relevant teacher on student engagement in the set work and also on any issues that may have arisen during the covered lesson(s).
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To assist in the evaluation of the impact of covered lessons on students and throughout the school.
- To undertake student registration of a class, in the absence of the normal registration tutor.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
- To undertake administrative duties relevant to the role.
- To invigilate or provide approved SEN support for internal and external tests and examinations under formal conditions.
- When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled / qualified.

School Ethos

- To play a full part in the life of the school community and to encourage and ensure staff and students follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other reasonable task, at the discretion of the Headteacher.



The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

SIGNATURES:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: _____
(Employee)

Dated: _____

Signed: _____
(Headteacher)

Dated: _____

Lutterworth High School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon an enhanced CRB disclosure, satisfactory references and medical clearance.



PERSON SPECIFICATION
Cover Supervisor

Qualifications

Essential	Desirable
<ul style="list-style-type: none">Numeracy and literacy skills equivalent to NVQ level 2 or GCSE Grade C or above in English and Mathematics	<ul style="list-style-type: none">Further educational qualifications at A level or equivalent

Experience

Essential	Desirable
<ul style="list-style-type: none">Experience of working with adults or children in a teaching or coaching capacity.Experience of the use of ICT packagesExperience of working in a role that requires a high level of organisational and time management skills	<ul style="list-style-type: none">Experience of teaching or teaching practice.Experience of working in a school or similar settingExperience of working with young peopleKnowledge of child protection and health and safety procedures.Worked with children with special educational needs.

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none">Ability and willingness to undertake professional development.Good interpersonal skills.Empathy with children and young people.Ability to work effectively as part of a team.Communicate effectively and appropriately to students with different abilities and ethnic backgrounds.Ability to demonstrate enthusiasm and sensitivity while working with othersAn understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.Be productive and show initiative.Be computer literate.	

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