

## Job Description

### Cover Supervisor

**37 Hours. Term Time only plus 5 days**

#### Job Purpose

- a) To provide cover supervision in the event of the short term absence of teaching staff within Blue Coat Church of England School.
- b) To provide in-class support to other learning activities with Blue Coat Church of England School.
- c) To invigilate examinations as required.
- d) To assist with lunchtime supervision as required.

#### Duties and Responsibilities

##### (a) Cover Supervision

- i. Supervise whole class to undertake work/activities that have been set by teachers in accordance with the school policy, including introducing and closing the class.
- ii. Take the register in accordance with school procedures.
- iii. Manage the behaviour of pupils whilst undertaking cover supervision to ensure a constructive environment.
- iv. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- v. Respond appropriately about process and procedures relating to the learning activity.
- vi. Deal with any immediate problems or emergencies according to the school's policies and procedures.
- vii. Collect any completed work after the lesson, returning it to the appropriate teacher.
- viii. Ensure that communication links with the appropriate teacher are established to ensure continuity is maintained.
- ix. Report back, as appropriate, using the schools agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

When not required to cover for absent teachers, other duties will be carried out by arrangement with the Cover Manager.

The post holder will be encouraged to nurture a subject specialism. At periods where general cover is not required the post holder could be asked to facilitate targeted intervention in a specific department(s).

**(b) In Class Support**

To assist with various learning activities as directed by a class. Activities will vary according to the subject/age of students but could include working with individual students or small groups, escorting students to Library Resource Centre, assisting with the supervision of school visits.

**(c) Exam Invigilation**

Assist as part of a team in invigilating examinations, either internal or external exams.

**(d) Lunchtime Supervisor**

Act as part of the lunchtime supervision team.

**General**

- i. The post holder must carry out his or her duties with full regard to the City Council's Equal Opportunities Policy.
- ii. Duties will include processing of any personal data must be undertaken within the Corporate Data Protection Guidelines (Data Protection Act 2018).
- iii. The post holder will be included in the school's performance management system as it is applied and procedures.
- iv. The post holder should have knowledge of and compliance with relevant school policies and procedures.
- v. The post holder will perform any duties, including Bus Duty, and other responsibilities within the range of salary grade.
- vi. Blue Coat School operates a strictly non-smoking policy.

**Responsible to:** (Cover Manager)

## Cover Supervisor

### PERSON SPECIFICATION

**Job Title:** Cover Supervisor

**Hours:** 37 hours per work  
8.00am – 4.00pm Mon-Thurs  
8.00am – 3.30pm Fri  
Term Time Plus + 5 days

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	GCSE Grade C/4 or above in English and Mathematics	Additional subjects at GCSE grade C/4 +/GCE O level. Higher qualifications at A level and degree level. Vocational qualifications e.g. Childcare, First Aid
<b>EXPERIENCE</b>	Experience of the management and promotion of good behaviour in others.	Working within a school/with groups of young people on a voluntary or paid basis.
<b>SKILLS</b>	Good level of written communication. Clear and confident oral communicator. Basic competence in ICT. Good time management. Good organisational skills.	High level of written communication. Engaging oral communicator. Good ICT skills. Additional relevant skills e.g. Sports Instructor.
<b>PROFESSIONAL DEVELOPMENT TRAINING</b>	A willingness to undertake Induction and training programme. Willing to participate in further appropriate professional development.	Positive approach to own continuous personal professional development and training.
<b>OTHER</b>	Interest in working with young people.	Keen to support effective learning in the school.



CORE COMPETENCIES	E/D
Clear understanding and commitment to safeguard and protect children	E
Adopts an inclusive approach to followers and non-followers of the Christian faith and committed to equal opportunities and respecting diversity in all forms	E
Conscientiously adheres to school / trust policies and procedures and works ethically	E
Works in a way which abides to the school values of <b>Care, Hard Work, Respect, Integrity, Servanthood</b> and working <b>Together</b> .	E
Embraces the vision “Living life in all its fullness” and devotedly helps all students achieve this	E

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.