



**Blue Coat**  
Church of England School  
& Music College



**Inspire Education Trust**  
Together we achieve, individually we grow

## **JOB DESCRIPTION**

**Job Title:** Cover Supervisor

**Employment Status:** Permanent

**Working hours:** 37 Hours

**Working weeks:** Term Time only plus 5 days

**Responsible to:** Cover Manager

### **Job Purpose:**

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

## **Main Duties and Responsibilities**

### **Cover Supervision**

- 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.
- Take the register in accordance with school procedures.
- Manage the behaviour of pupils whilst undertaking cover supervision to ensure a constructive environment.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Respond appropriately about process and procedures relating to the learning activity.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson, returning it to the appropriate teacher.
- Ensure that communication links with the appropriate teacher are established to ensure continuity is maintained.
- Report back, as appropriate, using the schools agreed referral procedures on the behaviour of pupils during the class, and any issues arising.



## Other Duties

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).
- 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.
- Exam Invigilation - Assist as part of a team in invigilating examinations, either internal or external exams.
- Lunchtime Supervisor - Act as part of the lunchtime supervision team.

## Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Take on the responsibility for providing a safe environment and promoting children's welfare
- Undertake regular safeguarding and child protection training
- Familiarise themselves with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust/academy

## Other

- To carry out any other duties as directed by the Cover Manager that are within the scope, purpose and spirit of the role
- Attend regular CPD as required by the school, and other optional relevant CPD to develop good practice
- Undertake further and continuous training appropriate to the post

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>EDUCATIONAL ACHIEVEMENTS 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>KNOWLEDGE AND 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 AND ABILITIES</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>UNDERSTANDING</b>	Full understanding of child protection and Keeping Children Safe in Education  Understanding of safeguarding	
<b>PERSONAL QUALITIES</b>	Interest in working with young people.	Keen to support effective learning in the school.
<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

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

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