



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools (Secondary)
LOCATION:	Countywide
JOB TITLE:	Cover Supervisor
GRADE:	East Sussex Single Status 4, Points 8 - 10
RESPONSIBLE TO:	Assistant Headteacher
MAIN PURPOSE OF THE JOB:	In the absence of the class teacher, to work as a cover supervisor under the supervisory arrangements established by the school.

Cover supervisors will give instructions for a lesson as provided by a teacher. The cover supervisor will ensure the good behaviour of the students and make sure the students engage in the learning activity. The post holder will be required to respond to students general questions and provide feedback to the teacher on broad issues such as behaviour but will not be expected to undertake any planning, preparation, delivery or assessment of student progress and/or development. The cover supervisor is also responsible for Health and Safety in the classes covered.

Cover supervisors will be subject to general supervision and will act under the professional direction of teachers. An induction training period will be provided.

The safeguarding of children and young people underpins the work of the school and must be adhered to as a prime responsibility. All staff working in the school must read and understand our safeguarding policy and statutory guidance on safeguarding before employment begins and on a regular basis.

In addition certain particular duties are reasonably required to be exercised and completed in a satisfactory manner

KEY TASKS

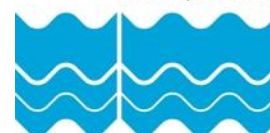
- To supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved;
- To convey the lesson activities clearly and maintain good order in the classroom;
- To promote inclusion within the classroom, and promote equal opportunities and British values;
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained;
- To keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher about student conduct in the lesson;
- To inform a member of the pastoral team, or subject leader if there has been poor behaviour in a lesson;

- To support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher;
- To have responsibility for health and welfare of the students in the classroom;
- To have excellent communication skills to be able to inform, persuade and negotiate with students and provide feedback to other professionals;
- To participate in training and other learning activities as required;
- To provide general administration and support including typing and filing;
- To carry out other duties as may be deemed reasonable by the Line Manager.

General Duties:

- To be responsible for personal continued professional development;
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students;
- To be a first aider (training will be given if necessary);
- To keep confidential any issues related to Uplands Community College which are deemed confidential;
- To participate in appropriate meetings;
- To read, understand and adhere to all school policies.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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Person Specification

Post Title: Cover Supervisor

Location: Countywide

Grade: Single Status 4/5

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher • Ability to consistently and effectively implement agreed behaviour management strategies • Ability to use language and other communication skills that pupils can understand and relate to • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to establish positive relationships with pupils and empathise with their needs • Ability to demonstrate active listening skills • Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task 		<ul style="list-style-type: none"> • Application/ Interview

	<ul style="list-style-type: none"> • Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes • Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills • Ability to assist in the recording of lessons and assessment as required by the teacher • Ability to offer constructive feedback to pupils to reinforce self-esteem • Ability to work effectively and supportively as a member of the school team • Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities 		
Education & Qualifications		<ul style="list-style-type: none"> • NVQ Level 3 for Teaching Assistants or equivalent 	<ul style="list-style-type: none"> • Application/ Interview
Knowledge	<ul style="list-style-type: none"> • A good standard of education particularly in English and Mathematics • Knowledge of the legal and organisational requirements for maintaining the health, safety and security of 		<ul style="list-style-type: none"> • Application/ Interview

	<p>yourself and others in the learning environment</p> <ul style="list-style-type: none"> • Knowledge of SEN Code of Practice • Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils 		
Experience	<ul style="list-style-type: none"> • Experience of supporting children in a classroom environment • Experience of using Information Technology to support pupils in the classroom • Experience of common ICT applications such as Microsoft Office or equivalent 		<ul style="list-style-type: none"> • Application/ Interview
Personal Attributes	<ul style="list-style-type: none"> • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge • Willingness to maintain confidentiality on all school matters 		<ul style="list-style-type: none"> • Application/ Interview

Date (drawn up): January 2019
Reference of Officer(s) drawing up person specifications: SMH