

St Aidan's Church of England High School
Cover Supervisor Job Description – Grade H

The role of a Cover Supervisor is to supervise lessons for a variety of Year groups and subjects that have been set by absent teaching staff. The successful candidate will need to be flexible an excellent communicator and able to work independently. A teaching qualification is not required for this post but previous experience within education would be an advantage.

Duties of a Cover Supervisor on a daily basis may include;

- Supervising lessons for a variety of year groups and subjects that have been set by absent teaching staff.
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive and positive environment;
- Responding to any questions from pupils about process and procedures;
- Dealing with any immediate problems or emergencies according to the school's policies and procedures;
- Collecting any completed work after the lesson and returning it to the appropriate teacher
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising

Evacuate your class from the building during a fire alarm or other such emergency and take students to the designated area.

On occasion when cover is light such as at the beginning of terms, Cover Supervisors may also be required to carry out the following tasks;

- Offer departments support, including with displays
- Provide support for the ILC
- Help with the invigilation of exams
- Help with the support of individual students with SEN issues
- Carry out suitable administrative tasks
- Attend half termly cover supervisor meetings with a member of the SLT

Person Specification

The role of Cover Supervisor is challenging, and whilst previous experience is not necessary, it is vital that anyone thinking of applying for this position possesses the following qualities:

- a recognised competence in literacy and/or numeracy
- be able to think on your feet, react quickly and effectively to potential situations and to use your initiative on a continuous basis
- communicate confidently and effectively with students and other members of staff
- control classroom behaviour, preventing any incidents or misbehaviour where possible by using a range of behaviour management strategies for which training will be available
- be patient, calm and work well under pressure
- relate well to students, creating rapport and helping to raise the positive profile of Cover Supervisors within the classroom
- enjoy a varied and constantly changing routine
- listen to instructions which may be delivered briefly and at speed, taking on new information quickly. In addition listen to students, particularly if they come to you with a problem whilst following the school's safeguarding policies.