



HYLANDS SCHOOL

Cover Supervisor

Job Description



Cover Supervisor Job Description

Job Title:	Cover Supervisor
Pay Scale:	Scale 5
Responsible to:	Timetabling, SIMS and Exams Coordinator
Responsible for:	N/A
Location of work:	Hylands School, Chelmsford, CM1 3ET
Hours and working pattern:	37 hours per week, 45.1 weeks per year, Monday - Friday
Contract type:	Full time/Permanent

About the Role

To provide effective and efficient support to the school to ensure the smooth running of lessons during short term staff absence

Job Purpose

- To supervise whole classes during the short-term absence of teachers

Key Responsibilities

- Give instructions for the lesson as provided by a teacher and the primary focus of the
- role will be to maintain good order and to keep pupils on task.
- Respond to general questions and provide general feedback to teachers but will not be
- required to undertake 'specified work' (planning, preparation, delivery, assessment,
- recording and reporting of achievement, progress and development). Cover Supervisors
- will not therefore be subject to a 'system of supervision' other than the general
- supervision applicable to all staff and will act under the professional direction of
- teachers.

Support for Pupils

- Supervise pupils engaged in learning activities.

- Act as a role model and set high expectations of conduct and behaviour.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Keep pupils on task and respond to general queries.

Support for Teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson.
- Keep appropriate records as agreed with the teacher.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with
- conflict and incidents in line with established policy and encourage pupils to take
- responsibility for their own behaviour.

Support for Curriculum

- Support the use of ICT where appropriate.
- Make appropriate use of equipment and resources.

Support for Curriculum

- Be aware of and comply with policies and procedures relating to child protection,
- equal opportunities, health, safety and security, confidentiality and data protection,
- reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to
- opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To invigilate for external examinations as required.

General Responsibilities

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace



- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Health and Safety and Safeguarding

- Have due regard for the school Health and Safety policy and Safeguarding policy and any such issues particular to their subject
- Follow school procedures for reporting Health and Safety incidents or near misses
- Familiarise yourself with fire regulations and procedures
- Have due regard for student safety and report any concerns to the appropriate school body
- Complete relevant annual TKAT on-line training courses

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Person Specification

E = Essential D = Desirable	A = Checked at application stage I = Checked at interview stage
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Qualifications and Experience	E	D	A	I
Experience working in a school setting or around children		✓		✓
Experience working in or a qualification in ICT	✓		✓	
Experience working with a wide range of staff		✓		✓
Knowledge, Skills and Abilities				
Understand and promote the value of emotional and physical wellbeing in adults and children	✓			✓
Good understanding and support the differences in stakeholders at all levels of the organisation and respond appropriately in relation to the role	✓			✓
Ability to communicate with individuals and stakeholders at all levels of the organisation	✓			✓
Knowledge of relevant software applications, including microsoft office, G-Suite and database skills		✓	✓	
Understand and promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs	✓			✓
Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position	✓			✓
Contribute significantly to implementing the School Development Plan and to promote collective responsibility for its implementation.	✓			✓
Personal Qualities				
Ability to work independently and with initiative, as well as the ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these	✓			✓
Ability to deal with everyone in a positive and professional manner which promotes a positive image in line with our schools vision and ethos	✓			✓