

**HAYDON SCHOOL**  
**JOB DESCRIPTION & PERSON SPECIFICATION – COVER SUPERVISOR**

<b>Post Title</b>		<b>Cover Supervisor</b>
		Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>Reporting to:</b>		Cover Team Leader / Line Managed by the Student Services Manager
<b>Responsible for:</b>		<ul style="list-style-type: none"> <li>▪ Providing cover for short term absences</li> <li>▪ Supervision of students while carrying out pre-prepared work and work that has been set in accordance with the school policy</li> <li>▪ To provide instructions for the lesson as provided by the teacher and respond to students' questions regarding processes and procedures</li> <li>▪ Establish productive working relationships with students, acting as a role model and setting high expectations</li> <li>▪ Promote the inclusion and acceptance of all students within the classroom</li> <li>▪ Displaying and promoting high expectation from all students</li> <li>▪ Support students consistently, recognising and responding to their individual needs</li> <li>▪ Encourage students to interact and work co-operatively with others and engage all students in activities</li> <li>▪ Promote independence and employ strategies to recognise and reward achievement of self-reliance</li> <li>▪ Provide feedback to teaching staff in relation to students in lessons covered</li> <li>▪ Provide feedback to students in relation to progress and achievement</li> <li>▪ Organise and manage appropriate learning environment and resources</li> </ul>
<b>Liaising with:</b>		Both internal and external stakeholders
<b>Working time:</b>		37 Hours per week (8.15 am to 4.15 pm, , 8.15am to 3.45pm – early finish one day a week as defined by the rota) 39 weeks per year, term time plus training days
<b>Salary/Grade:</b>		Scale 5 P12 to P15
<b>MAIN (CORE) DUTIES:</b>		<ul style="list-style-type: none"> <li>▪ Supervise whole classes during the short term absences of teachers</li> <li>▪ Administer clear instructions to the class, based on the detailed work set, and actively supervise students as they carry out the instructions</li> <li>▪ Supervise student groups in different areas of school when needed</li> <li>▪ Provide feedback on learning activities and contribute to school review and development planning</li> <li>▪ Contribute to behaviour management within the school, in accordance with the school's policies</li> <li>▪ Supervise various clubs during and after school hours; homework club, etc</li> <li>▪ Provide assistance and support to other Cover Supervisors</li> <li>▪ Provide assistance and support to the Cover Team Leader, including helping with cover arrangements</li> <li>▪ Provide assistance within the Student Services Team when not required to provide cover</li> <li>▪ Maintain the display boards around the school</li> <li>▪ Provide cover support in the back on track room as required</li> <li>▪ Undertake daily break/lunch duty supervision</li> <li>▪ Provide on-call support around the school when not required to provide classroom cover</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Support departments with the preparation of resources, classroom displays, filing etc</li> <li>▪ Where required, to assist with the invigilation of examinations</li> <li>▪ Always maintain confidentiality</li> <li>▪ To carry out the above and any additional duties / responsibilities as directed by your line manager</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>▪ To attend staff training as required to develop and enhance own skills as a Cover Supervisor</li> <li>▪ To attend and actively participate in Staff Training Days</li> <li>▪ Attend and actively participate in staff meetings</li> <li>▪ Contribute to the maintenance of a safe and healthy environment</li> <li>▪ Contribute and participate in school events and activities</li> <li>▪ Develop and maintain effective working relationships with other staff and parents/carers</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>▪ To ensure that this is maintained at all times</li> </ul>
<b>Pastoral system:</b>	<ul style="list-style-type: none"> <li>▪ To fully support the school behaviour policy</li> </ul>
<b>Additional Duties:</b>	<p>To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example</p> <p>First aider and fire warden</p>

**You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.**

- To promote actively the school's corporate policies
- To continue personal development as agreed
- To actively engage in the staff review and development process

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

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Attributes	Essential / Desirable	How Identified
<b><u>Qualifications</u></b>		
Degree	Essential	Certificate / Application
At least five GCSE Grade C, English, Maths or equivalent or a Vocational qualification;	Essential	Certificate / Application
Excellent communication and numeric skills	Essential	Application / Interview
<b><u>Experience and associated skills</u></b>		
Experience of working with people in a variety of contexts	Essential	Reference / Interview
Experience of using databases and various software packages	Essential	Application / Interview
Very confident with Word and Excel	Essential	Application / Interview
Confidentiality	Essential	Application / Interview
Administration experience	Essential	Application / Interview
<b><u>Other relevant experience and training</u></b>		
Ability to demonstrate a willingness to improve own practices and methodologies	Essential	Application/ Interview
<b><u>Personal skills and specialist knowledge</u></b>		
Good record of health, attendance and punctuality	Essential	Interview/Reference
Ability to improve existing practice	Essential	Interview/Reference
Ability to communicate effectively with internal and external stakeholders	Essential	Interview/Reference
Confident about ability to use a variety of computer software packages e.g. SIMs, etc. and willing to learn more about these	Essential	Application / Interview
Ability to manage working time effectively and to develop professionally	Essential	Application / Interview
Organisational skills	Essential	Application / Interview
Solution focused, can do attitude	Essential	Application / Interview