



# Job Description: Cover Supervisor

**Location:** King's Academy Easthampstead Park (KAEP)

**Department:** Cover

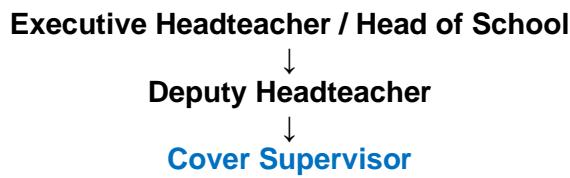
**Pay Grade:** KGA05-6 £14.10 per hour

**Actual Starting Salary:** £20,380 per annum inclusive of London Weighting and Holiday Entitlement

**Hours:** 33 hours per week,

**Core Hours:** 8.45am – 4.15pm 3 days a week and 3.15pm finish on 2 days, term time only

## Designation of Post and Position within the Departmental Structure



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the school's vision and values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

All employees working with children, young people and vulnerable adults are responsible for safeguarding and promoting their welfare.

## Job Purpose

To manage a classroom and supervise students as they complete pre-prepared work during a teacher's short-term absence, ensuring learning continues with minimal disruption.

## Main Duties and Responsibilities

- To provide cover for teachers who are absent 8.40-3.10 Monday and Friday; 8.40-4.10 Tues, Weds and Thurs.
- To be flexible; if cover for a Period 5 lesson (3.10-4.10) is needed on a Monday be willing to time shift and finish at 3.10 on a Tues, Weds or Thurs instead. This would be by mutual agreement.
- To supervise whole classes or small groups of students during the short-term absences of teachers, providing feedback to teachers about lessons.
- Maintain good order in the classroom and keep students engaged in learning, by following the whole school behaviour policy. This includes upholding the whole school practices of 'one voice' and 'track the speaker.'

- Take registers, answering general questions and fostering positive relationships with students.
- Supervise in the playground or other-directed area each break time. If no cover required on a Period 3 or Period 4, this is also expected during students' lunch time.
- If not required to cover lessons, to act as a Learning Support Assistant, supporting more vulnerable students in their learning.
- Cover supervisors are required to support the daily delivery of learning under the auspices of the schools Inclusion Team.
- General duties – supervision of students, supporting the curriculum areas and/or administration may also be allocated.
- Supporting teachers in the supervision of students on off-site visits.
- Invigilating examinations.
- Acting as a professional role model.

### **Supporting for Students**

- To supervise whole classes or small groups of students using material planned or set by a teacher to engage students in learning activities.
- Establish productive working relationships with students acting as a role model and setting high expectations of work and behaviour.
- Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school's Behaviour Policy.
- Respond to students' general queries and keep students on task.

### **Support for Teachers**

- Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.
- Comply with instructions requested by the usual class teacher or Head of Department.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

### **Support for Curriculum**

- Make appropriate use of equipment and resources.
- Comply with lesson plans and instructions from the class teacher.
- Appropriate use of 'The EP Way' teaching and learning strategies.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection and restraint policy, reporting all concerns to an appropriate person.
- Adhere to the 'Respect and Pride' policy.
- Participate in training and continuing professional development opportunities.
- Attend relevant school meetings as required.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

### **The Key Decision-Making areas of the Role**

- A cover supervisor will deal with student behaviour and make judgments when to refer incidents to a middle leader/class teacher. Any referrals will be made with alacrity so they can be responded to promptly.
- A cover supervisor will work without the close presence of a teacher.
- A cover supervisor will be required to produce general feedback to the class teacher and keep records as appropriate – as such the postholder will decide on what feedback to give.

### **• Working Conditions**

- School and classroom-based learning environment (may include outside PE supervision).
- Responsible for maintaining a calm and purposeful environment.
- Must attend training sessions provided by the school in relation to child protection.

- Expected to maintain behaviour management standards of students following the school's Behavior Policy.
- Knowledge of behavioural procedure.
- Health and Safety responsibility for self, students and the environment.
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- Due to the nature of the role, the post holder will need to adapt to different classes, subjects, and year groups and will therefore need to demonstrate flexibility.

## Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

### KAEP

It takes a whole community to raise a child

### KGA

HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

FAITH: We will encourage others to have faith in their own capabilities.

COURAGE: We embrace diversity and champion inclusivity.

- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

## Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

## Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

## Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

*Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.*

*We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.*

**Successful appointment would be subject to:**

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.



## Person Specification: Cover Supervisor

Key Criteria	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"><li>• Minimum of 5 A*-C grades at Level 2 (GCSE or equivalent) which includes Maths and English</li><li>• Basic ICT Skills</li></ul>	
<b>Competence Summary: Knowledge, abilities, skills, experience</b>	<ul style="list-style-type: none"><li>• Interpersonal Skills</li><li>• Understanding of and commitment to the requirements of safeguarding children and young people.</li><li>• Have a good organisational ability</li><li>• Be able to work as part of a team or alone if necessary</li><li>• Have a flexible approach to work</li><li>• Ability to communicate with students and members of staff clearly and accurately</li></ul>	<ul style="list-style-type: none"><li>• Evidence of further study at Level 3+.</li><li>• Previously worked with children or have experience of own children</li><li>• Experience of working in a school environment</li><li>• Knowledge of students with learning and behavioural difficulties</li></ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"><li>• Good communication skills</li><li>• Ability to monitor records</li><li>• Good organisational skills</li><li>• A motivator</li><li>• Ability to write reports</li></ul>	<ul style="list-style-type: none"><li>• Approachable</li><li>• Particular interest in a specific curriculum/pastoral area</li></ul>
<b>Other Work Requirements</b>	<ul style="list-style-type: none"><li>• Flexibility</li><li>• Self-Motivation</li><li>• Good sense of humour</li><li>• Liaison with staff</li><li>• To take part in the Performance Management process in school, taking responsibility for your own professional development and undertaking training as appropriate</li><li>• Professional standard of dress</li><li>• You will meet the requirements to achieve a satisfactory enhanced DBS disclosure, (to be applied for by the school if you are successful).</li></ul>	
<b>Safeguarding and Child Protection requirements</b>	A satisfactory enhanced DBS check which will be conducted by us if you are appointed.	