



## **Job Description & Person Specification**

### **Cover Supervisor**

**Line Manager: Cover Team Manager**

**The Director of Finance & Operations is Leader of the Support Staff and is responsible for the team.**

**SALARY Range £16.00 - £17.00 per hour**  
**Flexible days available term time only 08.30-15.30**

The successful candidate will be required to provide high quality support to cover lessons in the absence of the normal teacher and ensure behaviour and learning is managed appropriately.

#### **Specific Cover Supervisor Responsibilities**

- Welcome students into the classroom, follow “Every lesson, Every Day” routines.
- Complete registers in Arbor within time frames specified.
- Explain the task and activities clearly to students having regard to any health and safety issues that may arise (for example with the use of equipment). Provide further explanations as needed and clarify instructions and ideas as appropriate.
- Create a positive working environment so that the students can be engaged in the work set for them by their classroom teacher or set by the subject lead.
- Set high expectations of conduct whilst acting as a role model.
- Manage students’ behaviour within the behavioural policy of the College and implement the College’s strategies for student conduct and behaviour management using oncall if necessary.
- Respond to students’ queries or questions, while keeping students on task.
- Promote the inclusion and acceptance of all students within the classroom within the College’s policies and procedures of equal opportunities.
- Deal with any immediate problems or emergencies in accordance with the College’s procedures and policies.
- Collect completed work and equipment at the end of the lesson and return it to the appropriate teacher/place/Cover Team Manager as required.
- Develop your own knowledge and skills by working collaboratively with other classroom practitioners across a range of subjects, to support learning and develop effective classroom-based intervention strategies.
- Follow the guidance of the Cover Team Manager and liaise as necessary with other staff.
- Cover duties at lunchtime and when required may be asked to support covering break, before or after College duties when required.

## Admin Support and Other Occasional Duties

- Perform administration tasks as required across the College, mindful of the need for confidentiality.
- Assist with staff on-call rota and supporting and managing students who are out of lessons.
- Assist with organised events such as Sports Day, field work and other College trips and evening events as required.
- Proactively patrol the College, particularly at the start of lessons when not directed to other duties, to redirect any students who are not in lessons without good reason.
- Exam invigilation during Internal & External Exam Periods.
- Support the site team with administrative tasks as and when required.
- Ensure The College's policies and safeguarding requirements are met.

## Other

- Be involved in the College Performance Management system.
- Take part in the College's Continuing Professional Development programme.

## Safeguarding

- Work in line with statutory safeguarding guidance (including Keeping Children Safe in Education) and the College's safeguarding and child protection policies.
- Promote the safeguarding of all students in the College.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• A good general education preferably to Grade 4 standard or equivalent in English and Maths.</li><li>• Educated to 'A' Level or equivalent desirable.</li><li>• ICT skills.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Evidence of having worked with young people in some capacity, preferably in an educational setting.</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• To enjoy working with young people, and to help them to experience success through encouraging the right attitude.</li><li>• To be able to use common sense and initiative, to be adaptable, to be able to think quickly.</li><li>• To be confident and have excellent communication and people skills.</li><li>• To be able to work independently and be willing to accept advice.</li><li>• Ability to build good working relationships with a range of students and staff.</li><li>• Ability to adapt work that has been set for students to ensure that all learners are able to access resources.</li><li>• Ability to deal calmly with different situations as they arise.</li><li>• Ability to manage classroom activities and keep the learning space safe for all.</li><li>• Develop good relationships with students and staff.</li></ul>

**Personal qualities**

- Passion for education and student learning.
- A positive personality.
- A flexible and adaptable approach.
- Resilient and ability to work calmly under pressure, employing tact and diplomacy in difficult or sensitive situations.
- To display a very high standard of personal appearance.
- Team player and to support colleagues within the team.
- Empathy and sense of humour.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate. The College will endeavor 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.

## The Chalfonts Staff Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE.
- Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.

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 academy 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 (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the College at the reasonable discretion of the Principal.