Copleston High School

Achieving success together

JOB DESCRIPTION

POST TITLE: **Cover Supervisor**

LOCATION: **Oxlip Learning Partnership, Copleston High School**

SALARY: **Grade 4 SP 9-14**

LINE MANAGER: **Cover Manager**

JOB PURPOSE: To support the smooth operation of teaching and learning across the school by supervising students during teacher absence and ensuring continuity of learning. This will primarily involve supporting students undertaking independent learning in larger supervised study environments, alongside members of the Senior Leadership Team and other staff. The post holder will also provide classroom-based cover where required and contribute to maintaining a positive, productive and orderly learning environment.

ABOUT THE ROLE

The majority of cover provision at Copleston High School is delivered through a centralised model, with students working in supervised study environments, rather than being dispersed across multiple classrooms. Cover Supervisors work alongside Senior Leaders and colleagues to support students in completing work set by their teachers, maintaining high expectations of behaviour, engagement and independent learning.
This structure provides a collaborative approach to cover supervision and offers staff the opportunity to work closely with experienced colleagues whilst helping create a calm and purposeful learning environment.

LEVEL DESCRIPTION

The Cover Supervisor will work as part of the school's cover team to ensure students continue to learn effectively when teachers are absent. Whilst there will be some requirement to supervise classes within classrooms, the majority of cover provision is delivered through larger supervised study sessions located in the school hall and other designated spaces.
Working alongside Senior Leaders and teaching staff, the Cover Supervisor will support multiple groups of students undertaking work set by their teachers, helping to maintain high expectations of conduct, engagement and independent learning.
The successful candidate will be confident working with young people, able to establish positive relationships, and capable of maintaining a calm, purposeful learning environment. They will be expected to use initiative when responding to routine issues and work collaboratively with teaching, pastoral and leadership staff.

DUTIES AND RESPONSIBILITIES:

Purpose and scope:

- To provide cover for teaching staff to enable them to carry out their professional duties, training and development and to provide cover for short-term and sometimes long-term absences;
- To enable the more effective use of supply cover. To minimise the disruption caused by teacher absence on the continuity of the education of the students.

Organisation relationships:

- Responsible to Cover Manager
- To work under the direction of the Head of the Department when supervising lessons.

Principal duties and responsibilities of the post:

Key Duties

- Supervise students completing work set by their teachers during periods of staff absence.
- Support the effective operation of large-scale cover and supervised study sessions, primarily within the school hall and other designated learning spaces.
- Work alongside members of the Senior Leadership Team and other staff to maintain a calm, productive and well-organised learning environment.
- Promote positive behaviour and ensure that students remain on task and engaged with their learning.
- Respond to student queries relating to instructions, processes and procedures associated with the work set.
- Monitor attendance and engagement during cover sessions and report concerns to relevant staff.
- Support students in developing independent learning habits and positive attitudes towards learning.
- Supervise classroom-based cover where required and deliver teacher-prepared learning activities.
- Implement the school's behaviour, rewards and safeguarding procedures consistently.
- Communicate any concerns regarding student behaviour, welfare or progress to relevant teaching and pastoral staff.
- Utilise school IT systems and learning platforms effectively to support learning and administration.
- Collect and distribute learning resources where required.
- Undertake administrative duties associated with the cover function as directed by the Cover Manager.

General Duties:

- Classroom cover: Under the professional direction of the teacher to implement set work, monitor students and report on progress and any other relevant issues usually in the following circumstances:
    - For absences due to:
        - short term or long-term sickness
        - professional development
        - performance management
        - other agreed absence

• To support and promote the School’s general purposes, ethos and values

- To be familiar with and respect and follow the School's Policies and Procedures
- To act as a role model to pupils through always being punctual and well prepared and to maintain appropriate professional relationships and an atmosphere conducive to learning
- To attend School and Year Assemblies and to carry out a share of supervision duties in accordance with published rotas
- To maintain good order and discipline among the pupils, safeguarding their welfare both on School premises and when engaged in authorised activities elsewhere
- To participate in staff and other meetings relating to the School's curricular, pastoral or administrative arrangements, if covering long term
- To communicate and co-operate on educational issues with persons or bodies outside the School as appropriate
- To liaise with safeguarding officers in accordance with school policy if and when appropriate
- To ensure Pastoral Teams are kept informed of any underlying emotional or social factors affecting students' progress
- To undertake any other duties that are within the scope of this post, as determined by the appropriate teacher
- Any other administrative duties that may arise.

NB:
This job description outlines the principal duties and responsibilities of the post at the time it was prepared. It is not intended to be an exhaustive list and the post holder may be required to undertake other duties that are commensurate with the grade, responsibility and nature of the role.
The duties and responsibilities of the post may be varied by the Trust from time to time to reflect changes in legislation, organisational requirements, operational priorities, technology or professional practice. Appropriate training and support will be provided where necessary.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience	• Experience of working in a supervisory or teaching capacity in a school or experience of working with young people in a learning environment.	• Teaching experience
Qualifications	• Educated to GCSE Grade 4 (c) or above in English and Maths or NVQ Level 2 or equivalent	• Knowledge of computer skills such as GO 4 Schools and Satchel One. • PGCE • QTS • HLTA 4
Skills	• Ability to encourage students to learn using pre-set material • For longer term cover to set and mark work in which PPA will be provided (if appropriate) • Ability to maintain discipline and order in the classroom • Ability to undertake varied duties • Ability to work under the direction of a number of different people • Ability to work flexibly over the academic year	• Technical or practical skills • Experience of teaching in a high school • Experience of cover supervision or teaching in a school setting • An Interest in teaching • Experience of working with young people
Personal Qualities	• Ability to communicate clearly with all levels of people • Must be team-oriented and aim to work to support other staff • Ability to gain the respect of students through a manner of confidence and authority • Approachable • Sensitivity to students' needs • Ability to organise own workload in the context of varied tasks	