

**Job Description**

Job Title	Cover Supervisor	Department	Cover
Reporting to	Cover Manager	Grade	6
Hours per week	32.5		
Hours of Work	8.30 a.m. – 3.30 p.m. each day with an unpaid lunch break of 30 minutes. The timing of the lunch break may be variable. 32.5 hours per week, 38 weeks per year.		

**Main purpose of the Job**

Within schools someone in charge of a class in the absence of the regular teacher is said to be 'covering' the lesson.

This task has traditionally been undertaken by another qualified teacher. However, schools are now encouraged to appoint 'cover supervisors' to oversee students in the absence of their normal teacher, passing on to them work that has been left for them, and ensuring that they work quietly and effectively throughout the lesson. Cover Supervisors are not expected to prepare lessons, or teach and assess the students. No special academic qualifications are required; good interpersonal skills and enthusiasm for working with young people are essential though.

The **key purpose of the job** is to facilitate high quality learning within the classroom in the absence of the regular teacher.

When not required to cover lessons supervisors will be deployed to provide general assistance, for example to:

- Supervise groups of students working outside their normal classroom.
- Undertake exam invigilation as required.
- Provide help to teachers or support staff, (wherever possible making use of the skills that the cover supervisor is able to bring to the job, for example library skills, display skills etc.).
- Support site offices with administration tasks.

Outside normal lesson times cover supervisors will provide cover in the event of absence for a range of other professional duties normally undertaken by teachers. These may include registration, supervision of students at the start and end of the day and during breaks and lunchtime, supervision of detentions etc. Cover supervisors may be also be asked to assist

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teachers in undertaking these tasks. Participation in staff training days or attendance at staff meetings may be required from time to time, for which casual claim forms should be submitted.

Cover supervisors will not be expected to cover practical lessons in Physical Education, Catering or Design Technology.

**Outline of the key tasks when covering lessons:**

Cover supervisors will be expected to:

- Receive instructions about the work to be undertaken by the class. These instructions will either be left by the absent teacher or by another qualified teacher.
- Ensure that the resources specified are available.
- Arrive promptly at the classroom.
- Ensure that the students are properly dressed in uniform, and have the correct equipment.
- Take the register.

**Universal**

- To be personally committed to a philosophy of continuous improvement in relation to whole college policy as well as in all team roles and areas of personal responsibility.
- To participate in personal staff development and relevant training schemes.
- To participate in personal professional development.
- To comply with Health and Safety requirements.
- To comply with "Rights and Responsibilities".
- To be committed to safeguarding and promoting the welfare of children and young people.
- To undertake other duties as may be required from time to time.
- To be prepared to undertake First Aid training if required.
- To be committed to safeguarding and promoting the welfare of children and young people.

Employees Name:

Signed:

Date:

Line Manager's Name

Signed:

Date:

**SELECTION CRITERIA:**

SPECIFICATION (Job Related)	ESSENTIAL	DESIRABLE
Education	<p>A good standard of education Have some experience of working with young people (not necessarily in a school) and be able to demonstrate a commitment to their improvement.</p>	
Knowledge	<p>No specific subject specialist knowledge required but a good general knowledge is essential. Be familiar with school policies.</p>	
Skills	<p>First Aid experience or preparedness to undergo First Aid training. Be able to use a wide range of strategies to deal with classroom behaviour.</p>	<p>Driving licence and use of own car.</p>
Personal Qualities	<p>Ability to relate well with students. Ability to work independently, use initiative and solve problems. Relevant ICT technical skills and confidence. Ability to work cohesively in a successful team.</p>	