

Winsford Academy Job Description and Person Specification

JOB TITLE	Cover Supervisor	Grade 6	SCP 12-17
REPOSIBLE TO	Cover Manager		

BASIC JOB PURPOSE

To provide supervision of classes across the curriculum in the event of the absence (planned or unplanned) of the teacher, ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment.

MAIN RESPONSIBILITIES

1	Supervise pupils who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues.
2	Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment in line with the Behaviour Policy.
3	Respond to any questions from pupils about process and procedures so they can continue with their set work.
4	Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured.
5	Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
6	Report back on progress and the behaviour of pupils during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.
7	Student registration of form and class.
8	To undertake break and lunch duties as part of the school's duty system
9	Invigilate internal and/or external examinations, scribe and read as required.
10	To accompany students on trips, visits and other educational activities.
11	To participate in CPD opportunities to develop good practice.
12	Provide first aid as required to students, staff and visitors to the academy and administer medicines as required.
Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	

**COVER SUPERVISOR GRADE 5
PERSON SPECIFICATION**

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Educated to at least GCSE Grade C or equivalent in English and Mathematics	√	
5 GCSEs A-C, or equivalent		√
A qualification relating to supervising and/or directing pupil activity		√
First Aid Qualification		√
EXPERIENCE		
Knowledge and experience of working in an educational environment.	√	
Experience of working with children/young people	√	
Experience of working as part of a multi-disciplinary team	√	
KNOWLEDGE AND SKILLS		
Ability and a commitment to work flexibly and to respond to unplanned situations	√	
Ability to work independently, to manage own workload and use initiative but also able to work constructively as part of a team	√	
Knowledge of individual and specific emotional, behavioural and physical needs	√	
Classroom supervision and pupil behaviour management skills and techniques.	√	
Understanding of the practical application of school procedures which impact on pupil supervision and behaviour management	√	
Excellent literacy and numeracy skills	√	
Ability to use ICT packages and equipment effectively	√	
Basic understanding of child development and learning principles	√	
Excellent communication skills, both verbal and written	√	

PERSONAL QUALITIES		
Ability to instil confidence in young and vulnerable children	√	
Ability to deal confidentially, impartially and appropriately with situations	√	
Patience, tolerance and sensitivity	√	
Good interpersonal skills and the ability to establish rapport with individuals adults and students	√	
Efficient and meticulous in organisation	√	
A desire to develop skills and knowledge through CPD	√	
Evidence of exemplary attendance and punctuality	√	
Ability to work additional hours as required	√	
Commitment to the highest standards of child protection and safeguarding of our students	√	
Recognition of the importance of personal responsibility for Health and Safety	√	
Commitment to the school's ethos, aims and its whole community	√	