

Winsford Academy Job Description and Person Specification

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| JOB TITLE | Cover Supervisor | Grade 5 | SCP 6 - 11 |
| REPOSIBLE TO | Business 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

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| 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 | √ | |