LESSON COVER SUPERVISOR

JOB DESCRIPTION
&
PERSON SPECIFICATION

MAIN PURPOSE

To support teaching staff in the school by supervising lessons where a teacher is absent which will include managing the classroom environment and supervising students carrying out the work provided (cover supervisors are not expected to teach subjects).

To undertake other teacher-related activities and generally support the work of departments when requested.

SPECIFIC DUTIES

To support the teaching staff in the School by providing cover for lessons as follows:

- Work in classroom – covering for absent teachers with students working from materials provided by the absent teacher or Curriculum Leader
- Oversee the work of the students and respond to their needs
- Maintain the standards of behaviour expected from students
- Use the School's various systems of support where necessary to help teacher carry out their duties

To support the work of the School when not supervising lessons as required:

- Help prepare curriculum materials for teachers to use in delivering lessons
- Assist with individual departments' administration requirements
- Assist with setting up displays of student work and/or reference materials

GENERAL

- To be aware of the School's aims, organisational values and behaviours and their impact on this post
- To contribute to all aspects of the Teaching Team as and when required
- To participate in working groups on relevant service and School matters as required
- To participate in the School's performance management processes
- Ability to work in a way that promotes the safety and well-being of students within the school
- To carry out the duties of the post in accordance with the School's Equal Opportunities policy
- To carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work, and to co-operate fully with the School in health and safety matters

This job description will be supplemented by annual target based outcomes, which will be developed in conjunction with the post holder. The duties of this post may vary from time to time, as required by the Headteacher, without changing its general character or level of responsibility.

CONTEXT: All staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. They are required to support and follow all relevant school policies including those for behaviour and child protection. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. They should be involved in promoting the acceptance and integration of pupils with special educational needs. They might also be involved assisting pupils for whom English is an additional language

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk 'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

- **Signed: _____ Date: _____**
  (Employee)

- **Signed: _____ Date: _____**
  (Headteacher)

PERSON SPECIFICATION - LESSON COVER SUPERVISOR

	Essential	Desirable
Qualifications		
• GCSE A-C or equivalent in English & Maths	✓	
• Degree		✓
• Qualified Teacher or pending QTS		✓
• Ability to apply knowledge and skills from theory in a practical classroom context	✓	
• Ability to motivate and encourage students	✓	
• Effective Classroom Manager	✓	
• Can use ICT effectively to support learning		✓
Planning & Organising		
• Good organisational ability	✓	
• Able to contribute to the design of subject units, curriculum development and new teaching approaches	✓	
• Ability to use differentiation in order to meet the needs of the students	✓	
Problem Solving and Initiative		
• Able to demonstrate understanding of complex problems and apply in depth knowledge to address them		✓
• Able to develop original techniques, methods and solutions		✓
Management Skills		
• Able to contribute constructively to and work effectively as a member of a team	✓	
• Able to use own initiative and self-motivate	✓	
• Able to supervise work of students	✓	
• Able to contribute to wider school management, administration and initiatives	✓	
• Ability to create effective relationships with a variety of different people	✓	
Communicating and Influencing		
• Able to influence desired student behaviour	✓	
• Able to generate enthusiasm in students	✓	
• Able to communicate to a wide range of individuals including students, parents and supporting professional	✓	
General		
• Empathy with students and sympathetic to their needs	✓	
• Professionally respect confidentiality	✓	
• To be involved in ongoing Professional Development	✓	

	Essential	Desirable
Personal Qualities		
• Commitment to an ethos of high standards, personal fulfilment and academic success	✓	
• Good health and attendance	✓	
• Energy, stamina and determination	✓	
• A sense of humour and ability to remain calm under pressure	✓	