



## Cover Supervisor

**Job Title:** Cover Supervisor – Full-time, term time only.

**Role:** To provide effective cover and support students by supervising lessons across the school.

**Line Manager:** Cover Manager

### **Main Duties:**

<b>Accountabilities</b>	<b>Accountability Statements</b>
Support for students	<ul style="list-style-type: none"><li>• To supervise whole single classes of students using material planned by a teacher to engage pupils in learning activities.</li><li>• Establish productive working relationships with pupils acting as a role model and setting high expectations of work and behaviour.</li><li>• Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.</li><li>• Respond to students' general queries and keep students on task.</li></ul>
Support for teachers	<ul style="list-style-type: none"><li>• Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.</li><li>• Comply with instructions requested by the usual class teacher.</li><li>• Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.</li></ul>
Support for curriculum	<ul style="list-style-type: none"><li>• Make appropriate use of equipment and resources.</li><li>• Comply with lesson plans and instructions from class teacher.</li></ul>
Support for the school	<ul style="list-style-type: none"><li>• Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all</li></ul>



	<p>concerns to an appropriate person.</p> <ul style="list-style-type: none"> <li>• Undertaking playtime or lunchtime supervision of students.</li> <li>• In line with the operational needs of the school, undertake other duties (e.g. supervising examinations) when needed.</li> <li>• Participate in training and continuing professional development.</li> <li>• Attend relevant school meetings as required.</li> </ul>
Corporate and statutory initiatives	<ul style="list-style-type: none"> <li>• Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.</li> </ul>

**Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

**Personal Specifications**

- Educated to GCSE level C or equivalent in Maths and English.
- Effective interpersonal and communication skills.
- Ability to prioritise workloads and work to deadlines
- Ability to work effectively as part of a team and to act on own initiative
- Good knowledge of Microsoft Office packages

**Ideal but not essential**

- Experience of working in a busy school environment

*The Hamble School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Candidates will be subject to DBS checks along with other relevant employment checks.*

