



## Tolworth Girls School & Sixth Form

### Job Description

<b>Job Title:</b>	<b>Cover Supervisor</b>
<b>Responsible to:</b>	<b>Lead Cover Supervisor</b>
<b>Hours:</b>	<b>Full-time 36 hours per week, Term-time only</b>
<b>Salary:</b>	<b>Grade D 15-19</b>
<b>Contract Type:</b>	<b>Full-time/ part-time/ temporary/ permanent</b>

#### **Purpose of the Post:**

- To supervise classes in staff absence
- To liaise with Subject Leader/HOY to ensure work is available for the students
- To distribute cover work to students and return to appropriate staff

#### **Main Duties and Responsibilities:**

- To supervise or support students in lessons or examinations with hours' adjustments as required
- To liaise with Subject Leaders and the Line Manager as required
- To display clearly and explain to students the work set by absent staff
- To help students with organisation of materials and their work
- To collect in work or comply with any special instructions requested by the usual teacher
- To ensure orderly lessons with a formal start and dismissal in line with school policy and procedures
- To complete feedback to staff whose lessons are being covered
- To work within the school's Discipline Code
- To undertake training, as required
- To meet with the line manager as required
- To comply with any other reasonable request from the Head Teacher

#### **Working with colleagues and other relevant professionals**

- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Develop effective professional relationships with colleagues



### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Safeguarding**

- School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. Further details are found in the policies Keeping Children Safe in Education and Schools Code of Conduct

### **Health and Safety**

- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies
- Train as a Fire Warden and support fire evacuation processes
- Health and safety representative

### **Policies and Procedures**

- The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures

### **Equal Opportunities**

- School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

### **Variations to Job Descriptions**

- Due to changing demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements

### **Training and Development**



- The school is committed to the personal and organizational development of the individual. The post holder will be encouraged to identify job-related development needs and actively seek CPD as part of their annual appraisal
- To complete training day required to carry out role, some of which may be off-site

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity



## Person Specification

Desirable	Essential
<b>Qualifications and Experience</b>	
	<ul style="list-style-type: none"> <li>✓ GCSEs at grades 9 to 4 (A* to C) including English and Maths</li> <li>✓ Experience of working with children or in an education setting</li> </ul>
<b>Skills and Knowledge</b>	
<ul style="list-style-type: none"> <li>✓ Knowledge of guidance and requirements around safeguarding children</li> <li>✓ Knowledge of Microsoft packages and SIMS</li> <li>✓ Understanding of roles and responsibilities within the classroom and whole school context</li> </ul>	<ul style="list-style-type: none"> <li>✓ Good literacy and numeracy skills</li> <li>✓ Good organisational skills</li> <li>✓ Good ICT skills, particularly using ICT to support learning</li> <li>✓ Ability to build effective working relationships with pupils and adults</li> <li>✓ Skills and expertise in understanding the needs of all pupils</li> <li>✓ Excellent verbal communication skills</li> <li>✓ Active listening skills</li> <li>✓ The ability to remain calm in stressful situations and adapt to difficult situations (e.g. setting extension work for pupils if teacher hasn't set)</li> <li>✓ Ability to be creative and work with students across all curriculum areas.</li> </ul>
<b>Personal Qualities</b>	
	<ul style="list-style-type: none"> <li>✓ Enjoyment of working with children</li> <li>✓ Ability to work alone and as part of a team</li> <li>✓ Sensitivity and understanding, to help build good relationships with pupils</li> <li>✓ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>✓ Commitment to maintaining confidentiality at all times</li> <li>✓ Commitment to safeguarding pupil's wellbeing and equality</li> </ul>



--	--

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** September 2021

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_