

## Cover Supervisor

**Grade:** 4 to 5 on Single status rate

**Accountable to:** Teaching Assistant/ Higher Level Teaching Assistant/Teacher i/c supply/Head of Department/Team/Leading Teacher

### Scope and purpose of the role:

At all times the post holder must also uphold the highest standards of personal and professional conduct within and outside school, including maintaining good attendance and punctuality.

This also includes *(taken from the teachers professional standards)*:

- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing appropriate boundaries;
- Having regard for the need to safeguard students' well-being;
- Showing tolerance of and respect for the rights of others;
- Ensuring that personal beliefs are not expressed in ways which might unduly influence the actions and thinking of others.

### Responsibilities of the role:

- covering lessons in the absence of the timetabled teacher
- supervising the delivery of the cover work by effectively communicating the work set to students
- ensuring that the required resources needed in order to effectively deliver the covered lessons are available
- managing the behaviour of pupils whilst they are undertaking set work to ensure a positive learning environment
- responding to any questions from pupils about process and procedures
- dealing with any immediate problems or emergencies in accordance with school policy and procedures
- collecting completed work after lesson and returning it to the appropriate teacher
- reporting back as appropriate, using the school's standard procedures on the behaviour of pupils during the class, and any issues arising.

## Person Specification

### Qualifications:

1. Recognised competency/ qualification (eg GCSE/ A' Level) in English (literacy) and maths (numeracy)
2. A degree is desirable, but not essential

### **Skills and Qualities:**

3. highly adaptable as there is no regular timetable
4. be confident, organised and at times, diplomatic
5. patient, flexible, creative with a good sense of humour

You will need to demonstrate that you have:

6. experience of working with children
7. the ability to manage groups of children and cope with challenging behaviour.
8. the ability to build good relationships with children, teachers, parents and carers
9. the ability to work as part of a team
10. good reading, writing and numeracy skills
11. good IT skills

***Opus Teach is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.***