



**TOWNSEND**  
CHURCH OF ENGLAND SCHOOL

## **Cover/ Learning Supervisor Job Description**

### **Purpose:**

- To supervise classes during the absence of the teacher
- To provide in class support
- To deliver aspects of our intervention programme

### **Duties**

1. Provide students with and supervise work that has been set by the teacher
2. Manage the behaviour of students whilst they are undertaking this work to ensure a constructive and positive environment
3. Respond to any questions from students and provide support and guidance
4. Deal with any immediate problems or emergencies according to the school's policies and procedures.
5. If required, collect completed students' work after the lesson and pass to the appropriate teacher
6. Complete cover lesson feedback form or equivalent and return to the appropriate teacher
7. Complete the cover lesson report form and submit to the line manager for cover supervisors
8. Report, as appropriate using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising
9. Use the school's Positive Behaviour for Learning procedures and record information on PARS
10. To invigilate internal and external exams when required
11. To accompany visits and field trips as required
12. Participation in transition, break and lunch duties when required

### **Equalities**

Be aware of and support difference and ensure that students have equality of access to opportunities to learn, develop and achieve.

### **Health and Safety**

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.



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### **Disclosure and Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

### **Additional Information**

1. The jobholder is required to contribute to and support the overall aims and ethos of the school
2. The jobholder is required to demonstrate knowledge and understanding of the competencies defined in the Standards and Competencies for Cover Supervisors
3. All staff are required to participate in training and other learning activities and in appraisal and development, as required by the school's policies and practices

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

### **Supervision**

The jobholder is formally managed by a member of the school's Senior Leadership Team. The frequency of meetings is determined by the school's appraisal policies and practice.

### **Job Context**

1. The job is to provide cover for whole classes during the absence of teachers. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting or to allow time for planning, preparation or assessment. The Headteacher's professional judgement will determine the deployment of a cover supervisor
2. The jobholder wherever possible will actively engage in the teaching and learning of students

### **Contact**

The jobholder works directly with teachers and students and normally has no routine and regular contact with parents.



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## Cover/ Learning Supervisor Person Specification

Attributes	Essential	Desirable	Evidence
<b>Qualifications &amp; Experience</b>			
Experience of working in a Secondary School	✓		A
Understands the necessity to work as a team and support colleagues and is flexible	✓		A/R/IP
Ability to manage students in a classroom setting	✓		A/R/IP
Ability to manage behaviour effectively	✓		A/R/IP
<b>Knowledge &amp; Skills</b>			
Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English	✓		A
Competence in the use of ICT to support teaching and learning		✓	A
Knowledge of Arbor and CPOMS		✓	R/IP
Ability to meet deadlines	✓		A
Ability to interact with students, staff and other stakeholders.	✓		R/IP
<b>Personal/Professional Qualities</b>			
Ability to work with a minimum of supervision and within a team	✓		R/IP
Ability to manage whole groups of students within a classroom setting	✓		R/IP
Ability to stay calm, patient and polite whilst working under pressure.	✓		R/IP
Ability to maintain confidentiality	✓		R/IP
Is willing to contribute to the broader life of the school	✓		R/IP

**A = Application Form**

**IP = Interview Process (this will include teaching a lesson)**

**R = Reference**