



Millais School

In pursuit of excellence

JOB DESCRIPTION/ROLE SPECIFICATION

Job title	Cover Supervisor	Grade	Grade 5
Area	Support Staff	Hours	31.25 hours per week
Responsible to	Senior Leadership Team & Cover Coordinator	FT/PT	Part-time/term time 8.15am - 3.00pm Monday - Friday

Purpose

To support teaching and learning within the school. The role involves supervising groups of students or lessons in the absence of a class teacher, (planned and unplanned), undertaking pre-prepared activities provided by the subject teacher or tutor. Ensuring students complete tasks set within a positive learning environment.

Where required to provide supervision during exams, school visits and off-site activities.

To provide administrative support to meet the needs of the school.

Main Responsibilities and Duties

- Registering the students, ensuring that students are sat as per teaching instruction and seating plan
- Communicate, distribute and supervise the work that has been set by the teacher in accordance with the school policy/procedures
- Manage the behaviour of students whilst they are undertaking the work to ensure a constructive learning environment and motivate the students to complete the work set
- Respond to any questions from students about process and procedures
- Responsible for the safeguarding and health and safety of students when supervising the lesson
- Be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour needs and implement the Schools Behaviour Policy
- Use skills and experience to safely manage classroom activities, the physical learning space and resources (i.e., computers, equipment and other teaching resources)
- Provide support to students, including those with special educational needs, and reward students where appropriate
- Reporting, as appropriate to the teacher or curriculum lead, on the behaviour of the students during the lesson and any issues of concern
- May supervise practical lessons (once appropriate training is provided)





- Collect completed work after the lesson and forward as per instruction
- Invigilate examinations as directed, maintaining the rules set by the external examination boards and the Examinations Officer
- To provide administrative and curriculum support as and when required and as directed by the Cover Coordinator

Other Duties

- To supervise students after school ensuring health and safety guidelines and behaviour is managed
- May assist escorting students on educational visits and school trips
- May be a first aider (once appropriate training is provided)
- To undertake lunch and break duties as required
- To undertake other various responsibilities as directed by the Cover Coordinator

Other Specific Duties and Responsibilities

- Establish and maintain a professional, enthusiastic and positive attitude and commitment to work with the team
- Develop constructive relationships and communicate with other agencies/professionals
- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students follow this example
- To adhere to school policy on equality and diversity
- To continue personal professional development as agreed and engage actively in the staff appraisal process
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To comply with the school's Data Protection policy and understand individual responsibility for data protection
- To comply with the school's Child Protection and Safeguarding policy, reporting all concerns to the Designated Safeguarding Lead

Employees will be expected to comply with any reasonable request from the SLT to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and external agencies.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The role specification contains an outline of the role holder's principal responsibilities and accountabilities and is not intended to be exhaustive. This role has no financial responsibility for budgets or line managing people.



Competencies for the role and continued professional development (CPD):

- Planning and Organising
- Resilience and Self-Control
- Organisational awareness
- Concern for Quality
- Customer Focus

The role will be reviewed with the jobholder at appropriate intervals by the Line Manager, as necessary in consultation with the Headteacher of Millais School and the Governing Body.



Person Specification - Cover Supervisor

Qualifications and Experience	Essential	Desirable
• 5 GCSE (Grade A*-C/9-4 or above) including Maths and English	✓	
• A Levels or higher education		✓
• Experience of working in a secondary school setting or learning environment		✓
• Experience of supporting individual/groups of young people of secondary school age		✓
• A proven ability to engage with children	✓	
• Competency and interest/experience in sports activities		✓
Knowledge and Skills		
• High level of interpersonal and communication skills with the ability to maintain a positive profile with students and staff	✓	
• Ability in using a range of ICT software and resources in addition to Microsoft applications		✓
• Knowledge/experience of BROMCOM or similar database system		✓
• Ability to orally communicate effectively with a range of audiences	✓	
• Ability to work within an effective team and independently	✓	
• Versatile and flexible approach with the ability to adapt to different working environments, manage pressure during busy times	✓	
• Ability to remain diplomatic and sensitive whilst ensuring confidentiality	✓	
• Understanding of schools' policies and procedures		✓
Personal Attributes		
<ul style="list-style-type: none"> • Committed to excellence • Confidentiality • Enthusiastic with a positive outlook • A commitment to the safeguarding of students • Flexible • Resilient • Patient and persistent • Tactful, respectful and sensitive to the needs of others 		