

Cover Supervisor

Cover Supervisors at Leigh Academies Trust play a crucial role in ensuring the continuity of education by supervising whole classes during the short-term absence of teachers. They maintain a positive and productive learning environment, delivering pre-set lesson instructions, managing student behaviour, and promoting engagement in learning activities. While Cover Supervisors do not undertake planning, preparation, or assessment, they provide valuable support to the academy by responding to students' queries, providing feedback to teachers, and, when not required for cover, assisting with general administrative duties.

Core Purpose

The core purpose of the Cover Supervisor is to maintain a safe and orderly learning environment, allowing students to continue their learning when their regular teacher is unavailable. Cover Supervisors achieve this by delivering clear instructions, managing student behaviour effectively, and ensuring students remain focused on the assigned tasks. They act as positive role models, promoting high standards of conduct and supporting the academy's commitment to providing a consistent and inclusive educational experience for all students.

Key Areas of Responsibility

1. Supervising Learning Activities

- Supervise students engaged in learning activities, ensuring that the learning objectives set by the teacher are met and promoting inclusion and acceptance of all students to foster equal opportunities.
- Give clear instructions for the lesson as provided by the teacher, ensuring that learning outcomes are achieved.
- Support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher.

2. Managing Behaviour and the Learning Environment

- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Ensure the objectives are achieved by the students within a safe and secure environment.

3. Communication and Feedback

- Respond to students' general questions related to the lesson.
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons.

4. Adherence to Policies and Procedures

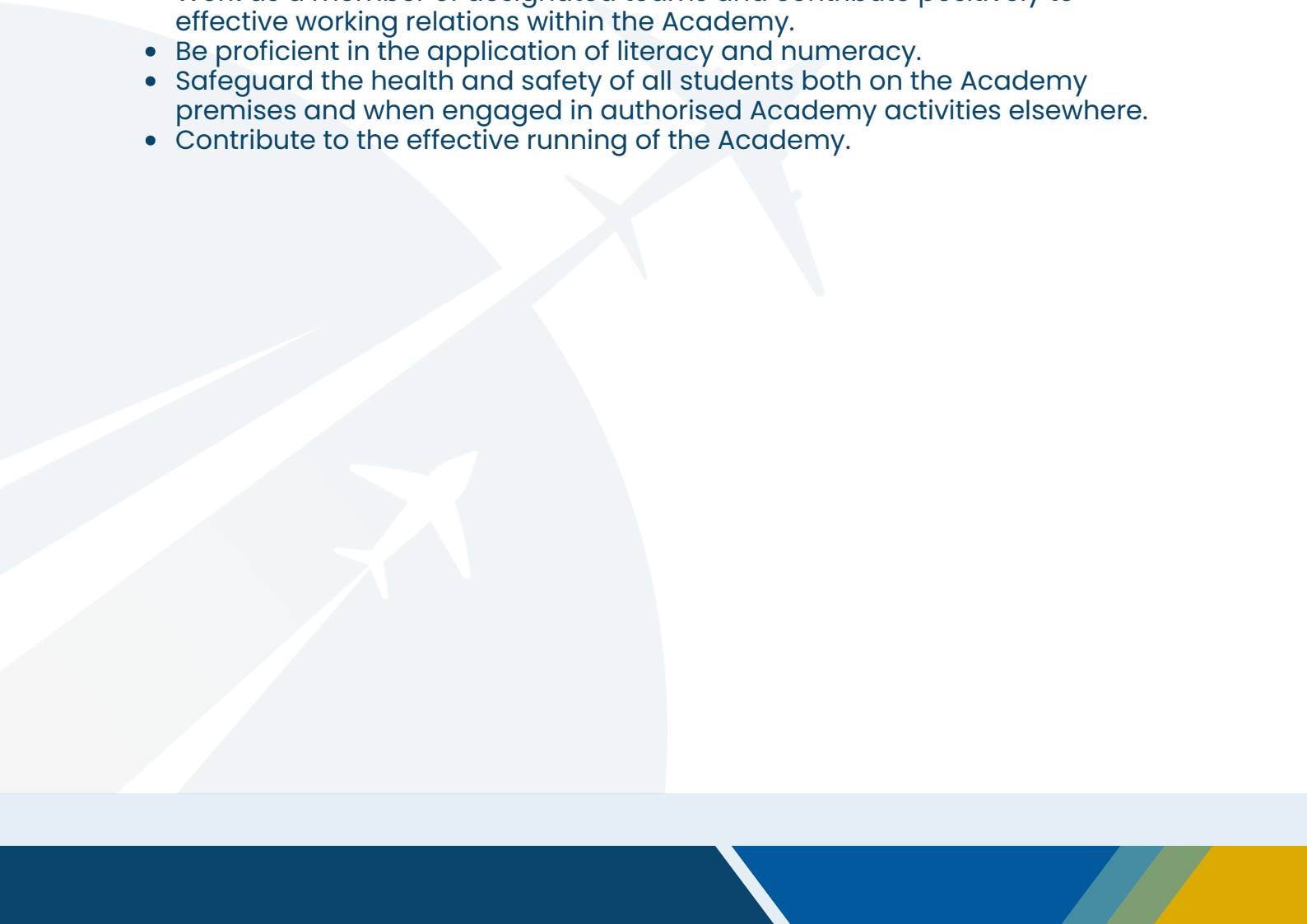
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality, and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.

5. Professional Development and Wider Responsibilities

- Participate in training and other learning activities as required and attend relevant meetings to ensure your own continuing professional development.
- During periods when no cover is required, Cover Supervisors will support the academy with general administrative duties as requested.
- Engage actively in the Performance Management Review process.
- Evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence.

6. Professional Values and Practice

- Support the Academy's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- Provide a role model through personal and professional conduct.
- Work as a member of designated teams and contribute positively to effective working relations within the Academy.
- Be proficient in the application of literacy and numeracy.
- Safeguard the health and safety of all students both on the Academy premises and when engaged in authorised Academy activities elsewhere.
- Contribute to the effective running of the Academy.



Person Specification – Cover Supervisor

This section outlines the essential and desirable attributes for the Cover Supervisor role:

Qualifications and Training

Essential:

- 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Mathematics, demonstrating a solid foundation in literacy and numeracy.

Desirable:

- An Undergraduate Education Degree or a degree in any subject, indicating a higher level of academic qualification.

Knowledge and Understanding

Essential:

- Basic understanding of the National Key Stage Curriculum, providing a framework for supervising learning activities across different subjects.
- Knowledge of child development and learning, enabling effective interaction with students of various ages and abilities.
- Knowledge of relevant policies, codes of practice and legislation, including safeguarding, to ensure a safe and compliant learning environment.

Desirable:

- Understanding of effective behaviour management strategies, promoting a positive and productive learning environment.
- Knowledge of common special educational needs and how they may affect learning, enabling inclusive support for all students.

Experience

Essential:

- Working within an educational setting, demonstrating familiarity with the school environment and routines.
- Working with children who have special educational needs and disabilities, promoting inclusive practices and supporting diverse learning needs.

Desirable:

- Have experience in covering lessons and managing a classroom, providing a proven ability to maintain order and facilitate learning.

Skills and Abilities

Essential:

- Skills to self-evaluate your own learning needs, demonstrating a commitment to continuous professional development.
- Strong communication skills, enabling clear instruction-giving and effective interaction with students and staff.
- Ability to work effectively as a member of staff, providing support to the faculty and contributing to a positive team environment.
- Ability to cover a wide range of lessons, demonstrating adaptability and a willingness to supervise diverse subject areas.
- Confidence to manage a class of mixed-ability pupils, maintaining order and promoting engagement for all learners.
- Ability to keep students focused and on task, minimising disruption and maximising learning time.
- Ability to provide constructive feedback that encourages pupils' positive self-esteem, promoting a supportive and motivating learning atmosphere.

Desirable:

- Strong ICT skills, enabling the effective use of technology to support learning and manage classroom activities.
- Ability to adapt communication style to suit different age groups and abilities, ensuring clear and effective interaction with all students.
- Ability to demonstrate initiative and problem-solve, proactively addressing issues that may arise during cover lessons.

Personal Qualities

The Cover Supervisor will be a **reliable, responsible**, and **adaptable** individual with a passion for supporting student learning. They will possess **strong communication** and **interpersonal skills**, enabling them to **build positive relationships** with students and staff. The Cover Supervisor will be **confident in managing classroom behaviour**, ensuring a safe and productive learning environment. They will demonstrate a **commitment to professionalism**, adhering to academy policies and procedures, and actively engaging in their own professional development. Furthermore, they will be **empathetic** and **understanding**, able to **handle sensitive situations with tact and discretion**, and dedicated to safeguarding and promoting the welfare of all children.

Safeguarding of Students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document](#) ([Department of Education](#)).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.