



JOB PROFILE

Post Title:	Cover Supervisor
Directorate:	Education, Skills and Employment
Responsible to:	Deputy Head Teacher (Curriculum)
Responsible for:	n/a
Grade:	I1

Job Purpose

To improve the lives of all within our community and help the island thrive by providing effective and efficient support to the school in organising and undertaking cover for absent colleagues. In addition where applicable, be also involved in planning, teaching and assessing students in designated subject areas.

Main Duties and Responsibilities

1. To support the smooth operation of the school timetable the Cover Supervisor will:

- Ensure that all lessons are covered when staff, both local and TC, are absent due to illness or on approved leave. This will involve using members of staff available for cover via the SIMS programme and personally provide cover when required.
- Maintain a record of cover provided and ensure that assessments and reports are completed in line with the assessment calendar for staff on long term absence or leave.
- Teach and mark and assess students work when covering for staff on long term absence or overseas leave (not exceeding 7 weeks).

2. When involved in teaching in designated subject area/s the Cover Supervisor will:

- Plan, prepare and deliver lessons to students
- Monitor and evaluate students' progress, including thorough assessments, marking of students work, record keeping and written reports and work within these requirements.

3. Health, safety, welfare and pastoral care are integral to providing a safe, calm and well-ordered environment for all students. The Cover Supervisor will:

- Effectively promote the discipline and welfare of all students both in class and around the school which includes monitoring and follow up on behaviour of students in accordance with the Whole School Behaviour Policy and recording details of such on SIMs. This includes supervision of lunchtime and after school detentions and contacting parents as and when required



JOB PROFILE

- In accordance with the published roster, perform playground and on call duties including supervision in the Isolation Room as and when required.
- Participate in meetings with colleagues and parents in relation to areas of responsibility

4. In addition to the aforementioned responsibilities, the Cover Supervisor will:

- Maintain a professional manner both within the school and the wider community.
- Comply with all SHG, Portfolio and school policies and procedures
- Be committed to Continuous Professional Development through in-service training and attending Staff Development Days.

Special Conditions

- Required to work out of normal working hours to ensure demands are met.
- Dealing with pupils/students with challenging behaviour.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	
Planning & Delivery of Work: Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme	(ii)
Analysis and use of Information: Is able to identify when information received is relevant to and should be used in completing an activity. Follows guidelines for identifying problems. Gathers and summarises data when required.	(ii)



JOB PROFILE

Decision Making: Gathers information from appropriate sources to make routine decisions. Solves problems that have implications for others in own team.	(ii)
Working with Others: Offers support to colleagues without being asked. Asks for support from colleagues when necessary. Builds good relationships with a range of people. Engages effectively with others in order to understand their requirements and develop appropriate solutions/improvements. Raises difficult issues with others in order to resolve them.	(ii)
Communication: Ensures important messages are understood. Ensures written communications are well structured and have clear meaning. Presents information so that it has a positive impact on the recipient. Engages well with others to understand their needs and aspirations.	(iii)
Influencing and Persuading: Is receptive to constructive feedback. Expresses a difference of opinion in an appropriately controlled and constructive manner. Supports team members working on the same or related work activities. Seeks clarification to ensure requests are understood.	(ii)
Dealing with Change: Sees change as an opportunity. Supports colleagues in understanding change Participates readily in change initiatives Assists others to accommodate change. Focuses on benefits to self and/or others	(ii)
Continuous Improvement: Willing to learn and develop self and team in job role to work efficiently.	(i)
Managing Resources: n/a.	(i)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSE in Maths and English at Grade C or above or equivalent	E	✓	
QTS or Level 4 Certificate in Teaching and Learning or equivalent	D	✓	
Knowledge & Experience:			
Relevant experience in a teaching environment	E	✓	
Skills and Abilities:			
Effective oral and written communication skills with a good command of the English Language	E		✓
Good interpersonal skills	E		✓
Good listening skills and a polite manner	E		✓
Ability to show patience and understanding	E		✓
Have the ability to manage and prioritise work effectively with a systematic approach to workload management	E		✓
Ability to motivate, inspire and have high expectations of students.	E		✓
Able to work calmly with under pressure	E		✓
Basic Statistical Analysis	E		✓
Ability to present information accurately and in a clear and concise manner.	E		✓
Good IT skills and proficient in the use of Microsoft Applications and SIMs	E		✓
Other:			
A passion for teaching students/young people	E		✓
Maintain confidentiality and data protection	E		✓
Able to be flexible and adaptable when undertaking duties outside of the post holder's normal role	E		✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		✓
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		✓
Committed to undertaking further professional development through actively participating in all CPD opportunities	E	✓	✓



PERSON SPECIFICATION

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.