



THE WEST GRANTHAM CHURCH OF ENGLAND SECONDARY ACADEMY	
JOB DESCRIPTION	
JOB TITLE: Cover Supervisor	
GRADE: 4	
REPORTS TO: Headteacher (or other designated person)	
1. PURPOSE OF JOB:	<p>To supervise pupils and their work when teacher is absent.</p> <p>The role involves taking sole charge of a group of pupils as required; there will be a system of supervision in place from qualified teachers in case of any difficulties.</p> <p>The post holder will be expected to perform the duties outlined in the Teaching Assistant L1 and L2 job descriptions when not supervising a class.</p>
2. MAIN RESPONSIBILITIES, TASKS & DUTIES	
	In accordance with DfES recommendations, the post holder should be familiar with the full range of school policies, particularly those regarding health and safety, equal opportunities and special educational needs.
	The post holder should have the necessary skills to manage safely classroom activities, the physical learning space and resources for which they are responsible as advised by the DfE.
	DfE recommends post holders have an understanding and ability to use a range of strategies to deal with classroom behaviour and individual behavioural needs. The post holder must manage the behaviour of pupils whilst they are undertaking the work to ensure a constructive environment.
	Supervise work that has been set in accordance with the school policy.
	Respond to any questions from pupils about process and procedures.
	Deal with any immediate problems or emergencies according to the schools' policies and procedures.
	Collect any completed work after the lesson and return it to the appropriate teacher.
	Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during class, and any issues arising.

3.	MANAGEMENT OF PEOPLE
	SUPERVISION OF PEOPLE
4.	CREATIVITY AND INNOVATION Post holder must understand and utilize a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.
5.	CONTACTS AND RELATIONSHIPS Direct contact with pupils, Headteacher and other employees at the school.
6.	DECISIONS
	a) Discretion The post holder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
	b) Consequences Impact would be to a child or group of children and should be easily identified and rectified.
7.	RESOURCES The post holder has no responsibility for resources.
8.	WORK ENVIRONMENT
	a) Work Demands Tasks may be interchanged but the overall programme is not interrupted.
	b) Physical Demands School based, limited physical effort required.
	c) Working Conditions Work normally performed in a heated, lit and ventilated environment; may be exposed to moderate noise.
	d) Work Context Potential risk to well-being through management of pupil behaviour. The post holder may have limited exposure to abuse/aggression from pupils, parents, and carers.



9.	<p>KNOWLEDGE AND SKILLS</p> <p>GCSE or equivalent in 3 -5 subjects to include Maths and English. experience of working in a school environment.</p> <p>Post holder must be aware of and adhere to the school Health and Safety policy.</p>
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Other Duties - The duties and responsibilities in this job description are not exhaustive.
The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of this grade's general scope will be with the consent of the post holder.

Equal Opportunities - The post holder is required to carry out the duties in accordance with Trust Equal Opportunities policies.

Health and Safety - The post holder is required to carry out the duties in accordance with the Health and Safety policies and procedures.

All school staff are responsible for safeguarding and promoting the welfare of children and young people in the school.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Post holder]

