**Job Description**

**Job Title:** Cover Supervisor

**Responsible to:** Deputy Headteacher / SLT as designated

**Responsible for:** None

**Salary Scale:** G (point 21-25), £32,115.00 - £35,235.00 pro rata

**Core Purpose of the Role:**

To assist with teaching and learning by supervising classes in the absence of the regular teacher. In addition, the Cover Supervisor will take on a Key Worker role, reviewing pupil progress, setting appropriate targets, and liaising effectively with home and other stakeholders.

**Specific Responsibilities:**

**Cover and Supervision Duties**

* Supervise students as directed by school leaders during absences.
* Engage with best practice and school based teaching and learning strategies and methodologies to promote engagement and progress.
* Establish and maintain a purposeful classroom environment that supports learning.
* Ensure safe use of classroom equipment and adherence to health and safety policies.
* Promote and safeguard the welfare of children in line with statutory responsibilities.
* Manage pupil behaviour and maintain discipline in accordance with school policies.
* Ensure completion of work set by the class teacher/s.
* Provide feedback to teachers about pupil engagement, conduct, and progress.

**Key Worker Role and Pastoral Support**

* Act as a Key Worker for designated pupils, monitoring attendance, punctuality, and academic progress.
* Set and review individual learning or behaviour targets, communicating regularly with families.
* Liaise with external agencies and make appropriate referrals to support pupil needs.
* Contribute to meetings with families and professionals to ensure consistent support.
* Maintain accurate and up-to-date records of pupil engagement, needs, and progress.

**Support for Learning and Inclusion**

* Deliver small-group and one-to-one interventions.
* Prepare, adapt, and organise learning materials and classroom displays.
* Use ICT/appropriate technology to support teaching, learning, and pupil engagement.
* Adopt and apply restorative practices to support behaviour management.
* Help maintain an inclusive and accessible learning environment.

**Operational and Organisational Support**

* Communicate clearly with colleagues to support the planning of cover timetables.
* Assist with the organisation of school events including parents’ evenings and themed days.
* Support educational visits and off-site activities by supervising pupils and ensuring safety.
* Provide support for extended school activities and engagement programmes.

**Attendance and Engagement**

* Support strategies to improve attendance.
* Help identify and reduce barriers to attendance.
* Facilitate pupil reintegration and engagement with learning following absence or disruption.

**Professional Development and Conduct**

* Undertake relevant training to enhance personal development and support pupil needs.
* Demonstrate high levels of professionalism, confidentiality, and integrity at all times.

**Culture and Ethos**

* Foster a positive school culture where all members of the school community feel safe and valued and pupils are motivated to achieve their full potential.
* Promote high expectations for all staff and students, ensuring a consistent approach across the school.
* Uphold and embed RCT’s values in daily practice, ensuring a shared vision among staff, pupils, and the wider community.
* Actively engage with stakeholders to strengthen relationships and enhance pupil support networks.

Be available to work across all Respect Collaboration Trust schools on a temporary or permanent basis as required. Carry out additional duties commensurate with the post, as required by the school or Trust leadership.

**Person Specification**

**Qualifications**

Essential:

* Level 2 qualification or equivalent in English and Maths.

Desirable:

* Foundation degree or higher.

**Experience**

Essential:

* Experience working in a mainstream or special school setting.
* Experience supervising or delivering learning activities**.**

Desirable:

* Experience setting behaviour or attendance targets.
* Experience working 1:1 or in small groups with pupils.
* Experience attending or contributing to multi-agency meetings.
* Experience writing reports and completing pupil risk assessments.

**Skills and Knowledge**

Essential:

* Knowledge of the KS3 and KS4 curriculum, including functional skills.
* Understanding of behaviour management strategies and SEND needs.

Desirable:

* Knowledge of alternative qualifications (e.g. Entry levels, Functional Skills).
* Awareness of IAG (Information, Advice and Guidance) and Gatsby requirements.

**Personal Attributes**

Essential:

* Strong interpersonal skills and ability to build positive relationships.
* Good organisational skills and ability to prioritise workload.
* Ability to work independently and as part of a team.
* A proactive attitude and willingness to take initiative.

Issued by:                                                                                 Received by:

Head Teacher                                                                           Post Holder

Date                                                                                          Date