



WESTBOURNE ACADEMY

Job Description: Cover Supervisor

Contract Terms:

- Grade 4: Points 20-23
- 28 hours per week
- 39 weeks per year
- Full contract

Responsible to:

- Assistant Principal – Enrichment

Purpose of Job:

- Covering short term staff absence.
- Providing cover between lessons – break/lunchtime supervision.
- Providing cover for specific groups of students – e.g. isolation/detention.
- Covering all subjects or a number of specialist subjects.
- A risk assessment may allow the cover supervisor to supervise practical activities where the risks are very simple (i.e. not technical, machinery or equipment related) and easily controlled.
- Assisting on academy trips and visits.
- Be an integral part of the establishment and development of the cadet force

Key elements of the role:

- Supervising work that has been set in accordance with the academy policy.
- Managing the behavior of students following academy policies whilst they are undertaking this work to ensure a constructive environment.
- Responding to any questions from students about process and procedures.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Facilitating an orderly entrance and exit of the classroom.
- Ensure that students are well presented and in full academy uniform.
- Reporting back as appropriate using the academy's agreed referral procedures on the behaviour of students during the lesson and any issues arising.
- Ensuring that students remain engaged and on task in covered lessons.
- Develop an understanding of students with additional needs and an awareness of the Individual Education Plans.
- Communicating any positive or any issues with work or behaviour to the appropriate teacher.

Generic to the role:

- To be fully committed to the safeguarding and promotion of welfare for all young people.
- To act responsibly, and ensure health and safety at work for yourself and others. To report any concerns immediately to the Health and Safety Co-ordinator.
- To be a tutor as part of the House System. Attending five tutor sessions per week and any other related meetings.
- To undertake any other duties as may be required from time to time by the Principal.

Signed:	
Date:	



WESTBOURNE
ACADEMY

Person Specification: Cover Supervisor

Essential skills, knowledge, experience and personal qualities

1. Enthusiasm, commitment, energy, resilience and adaptability.
2. Proven effective group management skills.
3. A genuine desire to help students achieve their maximum potential to learn.
4. Ability to communicate effectively to a range of audiences.
5. Patience and a non-confrontational, but firm approach to interactions with young people.
6. A flexible approach and willingness to undertake a range of tasks.
7. Ability to react positively to and remain unfazed by frequent and unforeseen changes in work schedules.
8. Good time-management skills.
9. ICT skills
10. Displays commitment to the protection and safeguarding of children and young people
11. Willing to work within organisational procedures, processes and to meet required standards for the role
12. Sense of humour.
13. Level 2, or equivalent, in English and Maths

Desirable skills, knowledge, experience and personal qualities

1. Experience of working with young people, possibly within a school environment.
2. First Aid qualification.