

Job Description

Job title	Cover Supervisor
Responsible to	Senior Leadership Team, Headteacher
Hours of work	30 hours, 25 minutes per week, term-time only
Type of Contract	Permanent
Salary	NJC Band E (Point 7-11) currently £26,403 - £28,142 (2025/2026) pro-rotata
Base	Chesterfield High School

Job Purpose
<p>To supervise whole classes during the short-term absence of a class teacher under the guidance of teaching and/or senior staff, inclusive of contribution to teacher lesson plans, delivery and assessment, enabling access to learning for all students.</p> <p>When not required to supervise a class as above, to support identified subject departments/inclusion in either working with groups of students, individuals or developing resources.</p>

Role and responsibilities

1. Main duties and responsibilities
<u>Support for the Pupil</u>
<ul style="list-style-type: none"> During the short-term absence of the classroom teacher, to supervise pupils undertaking work, which has been set in accordance with the school policy. Managing pupil behaviour and leading pupils in relevant activities. Promote inclusion and acceptance of all pupils. Provide consistent support to all pupils, responding appropriately to individual pupil needs. Encourage pupils to interact with others and engage in activities. Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
<i>(in conjunction with the teacher)</i>
<ul style="list-style-type: none"> Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning.

<ul style="list-style-type: none"> • Establish productive working relationships with all pupils, acting as a role model and setting high expectations.
<ul style="list-style-type: none"> • Develop and implement individual learning plans.
<ul style="list-style-type: none"> • Provide feedback to students in relation to progress and achievement.
<p><u>Support for the Teacher</u></p>
<ul style="list-style-type: none"> • Production of lesson plans, worksheets, learning objectives, etc, within agreed system of Supervision.
<ul style="list-style-type: none"> • Assist with the display of children's work.
<ul style="list-style-type: none"> • Effectively contribute to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
<ul style="list-style-type: none"> • Use teaching and learning objectives to plan challenging targets and to evaluate and adjust lesson/work plans as appropriate within agreed systems of supervision.
<ul style="list-style-type: none"> • Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
<ul style="list-style-type: none"> • Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
<ul style="list-style-type: none"> • Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested.
<ul style="list-style-type: none"> • Administer and assess/mark tests and accurately record achievement/progress and invigilate exams/tests.
<ul style="list-style-type: none"> • Establish a clear framework for student discipline, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with established school policy.
<ul style="list-style-type: none"> • Support the role of parents/carers in pupils learning and contribute to/lead meetings with parents/carers to provide constructive feedback on pupil progress/achievement, etc.
<p><u>Support for the Curriculum</u></p>
<ul style="list-style-type: none"> • Deliver learning activities/programmes, adjusting activities according to pupil learning styles and individual needs within agreed system of supervision.
<ul style="list-style-type: none"> • Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.
<ul style="list-style-type: none"> • Use ICT effectively in learning activities and develop students' competence and independence in its use.
<ul style="list-style-type: none"> • Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
<ul style="list-style-type: none"> • Assist pupils to access learning activities through specialist support, e.g. curriculum/SEN specialism
<ul style="list-style-type: none"> • Select and prepare required resources to lead learning activities, taking account of pupils interests, language and cultural backgrounds.
<ul style="list-style-type: none"> • Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school's ethos, aims and development/improvement plan.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils taking the initiative to develop appropriate multi-agency approaches
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Establish own best practice and lead specialist area and use to support others.
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend in school activities.
- To be a member of a break or lunch duty team.

Safeguarding

To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

In common with all staff and pupils of the Trust, the post holder should be aware of the Trust's policies and implement them as appropriate.

Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at our schools to share this commitment.

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed,

employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.

Equality and Diversity

Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

Training and Development

Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

The post holder is also required to

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all school policies. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.

- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration

I accept this job description.

Print Name:

Signature:

Date:

	Essential/ desirable
Qualifications and Training	
<ul style="list-style-type: none"> 4 A* - C GCSE's or equivalent including English 	E
<ul style="list-style-type: none"> Training in literacy/numeracy curriculum 	E
<ul style="list-style-type: none"> Training in Special Educational Needs strategies 	D
<ul style="list-style-type: none"> First Aid qualification or willingness to undertake training 	D
Knowledge and Understanding	
<ul style="list-style-type: none"> Advanced understanding of national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc 	E
<ul style="list-style-type: none"> Understanding of principles of child development, learning styles and independent learning 	E
<ul style="list-style-type: none"> Experience of working with children in an educational setting (within specified age range/subject area) 	E
<ul style="list-style-type: none"> Working knowledge of relevant policies/codes of practice/legislation 	E
<ul style="list-style-type: none"> Understanding of statutory frameworks relating to teaching and learning 	E
<ul style="list-style-type: none"> Understanding of inclusion, especially with a school setting 	E
<ul style="list-style-type: none"> Experience of resource preparation to support learning programmes 	E
<ul style="list-style-type: none"> Effective use of ICT 	E
<ul style="list-style-type: none"> Ability to use basic technology i.e. photocopier 	E
Skills	
<ul style="list-style-type: none"> Ability to work effectively within a team environment, understanding classroom roles and responsibility 	E
<ul style="list-style-type: none"> Ability to build effective working relationships with all pupils and colleagues 	E
<ul style="list-style-type: none"> Ability to work with children at all levels regardless of specific individual needs and identify learning styles as appropriate 	E
<ul style="list-style-type: none"> Ability to adapt own approach in accordance with pupil needs 	E
<ul style="list-style-type: none"> Ability to develop and extend own working practices 	E
<ul style="list-style-type: none"> Excellent personal numeracy and literacy skills 	E

Personal and Professional qualities – must be able to demonstrate the following:	
<ul style="list-style-type: none"> • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements. 	E
<ul style="list-style-type: none"> • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. 	E
<ul style="list-style-type: none"> • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work. 	E
<ul style="list-style-type: none"> • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice. 	E

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.