

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Job Title: Cover Manager

Introduction

Cover Supervisors are required to cover lessons during the short term absence of the normal teacher who will have set suitable work for the duration. At a very basic level the role of the Cover Supervisor is to supervise the class whilst they complete tasks set by the teacher. This requires no active teaching, marking, planning etc. In order to maintain high standards and the sustain drive for a high quality learning experience, the role of Cover Supervisor at The Royal Alexandra and Albert School has been developed beyond the basic description above.

Roles and Responsibilities

Cover Supervisors will be required to manage groups of around 30 students independently and to appropriately deliver the work set to a high standard, answering any questions to the best of their ability that students may have surrounding the tasks set.

You will be expected to:

- To organise the daily cover of staff and send out to all staff
- To liaise with the Senior Assistant Head on the need for cover through the week.
- To liaise with the Senior Assistant Head on the need for external agency staff.
- Provide cover for morning registration
- Deliver lessons where the normal cover has been left, to a high standard with limited preparation time and on occasion at short notice
- Provide students with a positive climate for learning, using the gold classroom standards and school's behaviour policies consistently and fairly where necessary to effectively manage the behaviour of students
- Collect work at the end of the lesson and return it to the teacher along with any feedback regarding pupils who may deserve praise or otherwise.
- Evacuate your class from the building during a fire alarm and take students to the designated area
- To undertake INSET and training relevant to the role
- On occasions when cover is not needed, Cover Supervisors may also be required to carry out the following agreed tasks:
 - Support identified SEN pupils in lessons
 - Carry out suitable administrative tasks
 - Attend staff briefings, and the weekly meeting with the rest of the cover supervisor team.

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School

Skills and Attributes

The role of Cover Supervisor is sophisticated as well as challenging. The position requires the following key qualities and attributes:

- Recognised competence in literacy and/or numeracy
- Communicate confidently and effectively with students and other members of staff.
- Have high expectations of behaviour, following established frameworks for discipline which include a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Maintain good relationships with pupils, exercising appropriate authority and act decisively when necessary.
- Help to raise the positive profile of Cover Supervisors within the classroom and provide a good role model within the classroom
- To manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them; including a good understanding of SEN and G&T characteristics.
 - Organised and willing learn.

Classroom expectations

This section outlines what is expected of you, your cover work and your students in every lesson, and what is unacceptable. Unacceptable behaviour should be dealt with following the departmental and school's behaviour policies and reported to the appropriate teacher and/or Head of appropriate department. Persistent issues and concerns are to be reported to the Head Of Year.

You:

- Take direct responsibility for pupils' safety as you work without the direct supervision of the classroom teacher.
- Communicate effectively with students, staff and the rest of the team
- Never carry out any personal work during a cover lesson

Your cover work:

- All cover sheets should be clearly written with the work set suitable to be delivered by someone other than a subject specialist. The quality checklist on the back of the cover sheet should be used. If this is not the case, seek advice from the subject leader.
- If you do not feel comfortable delivering particular work set for a lesson, whether due to a lesson's sensitive content, or the work requires subject specialist knowledge or you have concern for health and safety (e.g. a practical lesson), you should seek further advice from your line manager.

Your students:

- Students should treat you in the same way as they would any other teacher, following the same expectations and standards as in any classroom where the normal teacher is present.
- The duties and responsibilities of individual posts may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post, e.g. supervision of homework club, admin. support etc.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.