

JOB DESCRIPTION

Position: Cover Supervisor

Grade: H6.3

Hours of work: 30 Hours per Week, Mon–Fri 8:30–3:30, Term Time only

Reporting to: Cover Manager

Main purpose

To supervise classes in the absence of teaching staff, ensuring that work set is completed to a high standard and behaviour is in line with our behaviour policy.

When not covering for teaching staff, the post-holder is also expected to undertake tasks under the direction of the Cover Manager and/or SLT.

Key duties and responsibilities

Typical duties and responsibilities associated with this role are outlined below. However, these may change at the discretion of the Cover Manager. It is therefore vital that the postholder demonstrates a willingness to be flexible and versatile within the role.

- To discuss cover work with teachers for planned absences.
- Liaison with appropriate staff regarding work set so that requirements are fully understood.
- To provide students with clear information and instructions relating to work they are to complete.
- To supervise work set by teaching staff.
- To manage the behaviour of students whilst they are undertaking set work to ensure student safety and create an environment conducive to learning.
- To respond to questions from students. To deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- To understand and adhere to the school's behaviour policy and to celebrate success.
- To collect completed work after the lesson and pass it to the appropriate teacher when required.
- To provide support as appropriate in the event of no teacher cover being required.
- Where required to undertake a weekly morning break duty, supervising students in and around the school premises.
- To demonstrate an active commitment to the safety and welfare of young people in the school's care.

Person Specification

Educational Qualifications

- A good general education, including qualifications in English and Mathematics (equivalent to GCSE Grade 5)

Employment Experience

- Experience of working with children of secondary school age (desirable)
- Experience of working as part of a team

Personal Qualities and Skills

- Strong interpersonal skills
- Ability to motivate, enthuse and inspire students
- An interest in and understanding of differentiated approaches to learning.
- Ability to use ICT
- Ability to communicate clearly, both orally and in writing
- Ability to manage young people in a structured setting
- Creative and enthusiastic
- Co-operative, flexible and responsible
- Reliable, well organised and committed to high standards
- Patient and optimistic, with a good sense of humour
- Ability to prioritise workload and to use initiative
- Ability to maintain confidentiality
- Excellent punctuality and attendance record