Job Description: Cover Supervisor

Post Details

School/setting: Poole High School
Post type: Support Staff
Pay: Support staff pay scale points 7 - 11
Responsible to: A member of the leadership team

Main Purpose
To supervise classes for absent teachers as required, assisting students with the work that has been set by the teacher or the Head of Department.

Duties and Responsibilities
• To provide feedback to the teacher of the behaviour and progress of classes and individuals in the group. • To be proactive in the management of supervised classes, creating a positive and purposeful atmosphere. • To liaise closely with Heads of Department and classroom teachers. • To adhere to the school's rewards and sanctions policies. • To consistently provide students with a positive role model at all times. • To support teachers and heads of department in their roles as required, both as Teaching Assistant support in the classroom and through administrative tasks. • To be responsible for the maintenance and renewal of classroom and corridor displays in an area of the school. • To carry out examination invigilation.

Safeguarding Duties and Responsibilities
• Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

Other Duties
• All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

Twynham Learning Attributes for all Staff	
Ambition for excellence	Inclusiveness
Professionalism	Positivity
Humility	Community-mindedness
Championing change	Being collaborative

Qualifications, Knowledge, Skills and Attributes Required
Essential: • Excellent interpersonal and communication skills • Commitment to maintaining our high standards • Flexible and reliable team player • Ability to use own initiative • GCSE maths and English, grade 4/grade C and above or equivalent • Enjoys working with young people • Has ability to empathise with young people

Desirable:

- Educated to degree level
- Experience in a classroom environment at either KS3 or KS4
- IT ability, including Word, Excel and PowerPoint
- Knowledge of educational strategies
- Classroom management experience

Notes
• This job description may be amended at any time in consultation with the postholder.

Glossary
Explanations of any abbreviations or jargon contained in this job description can be found in our Twynham Learning Glossary.