

## Job Description

<b>Job title:</b>	<b>Cover Supervisor</b>
<b>Responsible to:</b>	<b>Deputy Headteacher</b>
<b>Location:</b>	<b>Based at The Henry Box School but may be required to work at or travel to any of the MILL Academy Schools as required.</b>
<b>Salary:</b>	<b>Grade 6</b>
<b>Working Pattern:</b>	<b>32.5hrs pw – Term Time Only Occasional unsocial hours or attendance on 1<sup>st</sup> inset day in the academic year</b>
<b>Disclosure level:</b>	<b>Enhanced</b>

### **Job Purpose:**

We are looking for a Class Supervisor to join our Cover Team to support and assist in the education of students at The Henry Box School. This role is essential as it ensures the continued education of students in the absence of their teacher. The postholder will have the confidence to handle immediate issues as well as fielding students' questions.

Ideally, you will have classroom experience of creating an environment that enhances learning. The postholder will also be required to provide additional support to different departments when not covering lessons. Applicants should have a good general education and be interested in working within an education setting. Experience is not essential, as full training will be given.

### **Main Responsibilities**

- To register and record student attendance in lessons.
- To instruct students regarding the work left by their subject teacher.
- To provide any resources needed for work left by the subject teacher whose lesson is being covered.
- To supervise the work that has been set in accordance with school policy.
- To manage the behaviour of students while they are undertaking this work to ensure a calm and purposeful working atmosphere.
- To respond to any questions from students with process and procedures.
- To deal with any immediate problems or emergencies according to school policy and procedures.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To report back as appropriate using the school's referral procedures on the behaviour of students during the lesson and any issues arising
- To manage necessary resources effectively and ensure the room is left clean, tidy and ready for the next lesson.

### **Additional Responsibilities:**

- When not required for supervision as described above, the Cover Supervisor will be required to work in the Learning Support Department or another area of the school depending on the postholders aptitude and interests.

- Cover teachers need to be willing to carry out other tasks and responsibilities that may be reasonably be required by the Headteacher.

## Person Specification

Qualifications and Training	Essential	Desirable
GCSEs, with good grades in Maths and English (C/4 or better) or an equivalent qualification	✓	
Educated to degree standard		✓
<b>Experience</b>		
knowledge of effective behaviour management		✓
Experience of working within a similar role or education setting		✓
An awareness of the school curriculum		✓
Implementing solutions and Problem solving	✓	
Ability to take initiative	✓	
<b>Personal Skills</b>		
Must be well organised	✓	
Must be well presented	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload	✓	
Willingness to learn new skills and in tackling the variety of tasks arising in a school environment	✓	
Committed to professional development and training	✓	
<b>Communication Skills</b>		
Be able to communicate effectively and with both children/young people and adults at all levels in the organisation	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in job commensurate with the grade or job title.