



Job Description

Job Title:	Cover Supervisor
Grade/Salary Scale:	Grade 5, SCP 6 – 11 (£20,043 - £22,129 pro rata/£15,873 - £17,525 actual)
Contract:	33 hours per week, term time + inset days (39 weeks)
Reports to:	Deputy Headteacher / Cover Manager

Job Purpose:

To provide curriculum cover supervision and facilitate lessons for classes or groups of students whose usual teacher is absent.

To undertake other non-teaching duties as directed during non-cover time including in-class and pastoral student support, the production of resource materials, examination invigilation, administration support and duties for absent teachers.

Responsibilities

- Undertake curriculum cover supervision on a day to day basis as required by the Cover Manager.
- Supervise subject specific work set by Heads of Faculty.
- Ensure the guidelines for classroom supervision are carried out and students meet classroom expectations.
- Develop classroom management skills to ensure an appropriate and positive classroom atmosphere is maintained for effective learning.
- Act as a role model for students by demonstrating a professional approach both in the classroom and around the school.
- Be responsible for the health and safety of students during cover lessons and use school procedures as required.
- Participate in school meetings as required.
- Undertake a faculty or pastoral support assistant role during periods when not required for cover.
- Undertake examination invigilation as required.
- Undertake first aid training to support the team.
- Assume responsibility (if required) as a tutor for the learning progress of a specific group of individual students.
- Carry out other duties commensurate with the post, as reasonably required by the Headteacher from time to time.

Monitoring: As specified by the Headteacher and in accordance with the school's Performance Management Policy for all staff

Meeting attendance: As reasonably directed

Other: Undertake such whole-school duties and perform other tasks commensurate with the post as reasonably requested by the Headteacher

Person Specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE standard English is essential Numerate and Literate Ability to use ICT 	<ul style="list-style-type: none"> A Levels or equivalent Further academic achievement
Experience	<ul style="list-style-type: none"> Experience of working with young people 	<ul style="list-style-type: none"> Experience of working in an education environment.
Skills	<ul style="list-style-type: none"> Ability to relate well to children and adults Ability to work effectively as part of a team Good communication and interpersonal skills Good organisational skills Ability to work independently and demonstrate initiative 	<ul style="list-style-type: none"> Evidence of effective partnership working. Successful use of ICT to enhance learning.
Personal Attributes	<ul style="list-style-type: none"> Ability to take initiative, lead, motivate, inspire and support others to achieve excellence. Evidence of a personal and powerful commitment to continuous improvement and raising standards. A commitment to safeguarding and promoting the physical and emotional health and well-being of young people. Flexibility and adaptability. Effective time management. Ability to work and lead autonomously in line with the school vision. Energy, resilience, and the ability to perform well under pressure. Commitment to inclusive education. 	