



JOB ACCOUNTABILITIES

Job Title: Cover Supervisor	Job number / Grade Scale 4
Directorate : Education	Unit: Charters School

JOB PURPOSE

To provide supervision of classes to cover the absence (short term) of teachers.

SCOPE OF JOB (Budgetary/resource control, impact)

Works independently within a classroom, ensuring student behaviour is acceptable and work progressed in the absence of the teacher.

Working with children/young people can be particularly emotionally demanding.

Will cover lessons without teacher support.

Needs to have sufficient authority to control the class.

POSITION WITHIN UNIT STRUCTURE

Reports to Cover Manager

KNOWLEDGE, SKILLS & EXPERIENCE

Good level of literacy and numeracy

At least 2 years experience of working with/interacting with children

Ability to relate sympathetically to children.

Understanding of the educational objectives of the school.

Commitment to training/development of knowledge

Understanding of child protection issues

JOB ACCOUNTABILITIES

Ensure that classes enter and exit in an orderly fashion, taking appropriate action in line with the school's behaviour policy.

Complete registration in line with the school's procedure.

Instruct students about the work set by the teacher, ensuring understanding of tasks set.

Provide necessary resources for activities set and clarify instructions, to ensure that students are able to progress work set.

Manage the behaviour of students whilst in the classroom within the school's behaviour policy, referring students on in appropriate circumstances.

Monitor students to ensure they are on task and completing work set at an appropriate pace.

Monitor students to ensure working in a safe way.

Collect and return work to teacher as required.

Ensure classrooms are left in an acceptable condition for next lesson.

Report to assigned teacher any issues arising from the lesson.

Deal with any immediate problems or emergencies according to the school's policy.

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.

Attend all statutory training required to work within a school.

Take part in the school appraisal process.

To be aware of and follow all relevant school policies and protocols.

All duties must be performed in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.

Such duties and responsibilities may be updated from time to time to reflect any changes to the School. Only significant additional duties or responsibilities as required by the School will render the grade of the post liable for re-evaluation.

This job description sets out the duties and responsibilities of the post at present. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Post holder's signature _____ Name _____ Date _____

Manager's signature _____ Name _____ Date _____