

Cover Supervisor Job Description

Job Title:	Cover Supervisor
Department:	Cover Team
Directly Reporting to:	Deputy Headteacher
Banding & Salary:	Band 2 - £31,669 FTE – Actual PT £27,326 per annum
Hours & Weeks:	37.5 hours a week – 39 weeks per year

Overall Job Purpose:

As a Cover Supervisor at Holland Park School the post-holder will be an integral part of the Cover Team, and report directly daily into the Deputy Headteacher and will assist with the cover of classes in a teacher's absence. In particular, the post holder will:

- Supervise groups of students working independently in subjects across the curriculum in the absence of their regular teacher. This will include students across key stage 3 and 4.

Key responsibilities:

General:

- To supervise groups of students working independently in subjects across the curriculum.
- To take the class register in the first ten minutes and to follow-up any behaviour or attendance concerns using school policy and procedures.
- The post holder is expected to be in school by 8am each morning in order to collect their schedule for the day and make any necessary preparations or communications. The role continues until 4pm each day in order to allow for follow-up communications with staff and parents as necessary as well as to provide additional support for detentions as required.
- It is expected that the post holder attends school all on INSET days in order to receive training and development alongside teaching and support staff as appropriate.
- When there is no cover required, the post holder will be directed to administrative tasks and/ or additional classroom support.
- To support students to complete the work set to the best of their ability, engaging in the lesson materials with enthusiasm
- To feedback to Heads of Department of any causes for concern, this could include the quality or appropriateness of cover work set, alternatively this could be the about student's engagement levels etc.
- To ensure students follow Holland Park School behaviour for learning policy and issue appropriate rewards and sanctions in line with this policy.
- To deliver the cover work tasks provided. This might include ensuring that there are sufficient copies of worksheets etc. and feeding back to the classroom teacher or Curriculum Leader regarding the lesson or lessons delivered and highlighting any issues or concerns.
- To support teaching staff in lessons, as directed, if not required to administer cover lessons
- To make contact with home, in line with school policy, to provide positive feedback on student progress as well as to raise concerns as appropriate.



- To participate in School trips and visits when requested.
- To assist with after school detentions whenever required.
- To be responsible for their own professional development, identifying training needs and requesting courses and professional support as appropriate.
- To complete any other reasonable duties as commensurate with the grading of the post.
- To work as a member of the support staff team and carry out all duties within the guidelines of the Workforce Reform Regulations.

Other:

- To receive all visitors in a courteous manner and direct them as appropriate and in compliance with the schools' code of practice and ethos.
- To always present the school in a positive manner
- To carry out any other duties in line with the level of responsibility of the post at the direction of the Senior Leadership Team
- To assist as a First Aider when required – training is available where needed.
- To assist with break and lunch supervision if and when needed
- To support the supervision and invigilation of examinations where appropriate or necessary

This job description is not intended to be all-inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of the school and willingly undertake any further duties required that are commensurate with the role.



Cover Supervisor Person Specification

	Essential	Desirable
Education/ Qualifications		
Educated to GCSE standard or equivalent with passes including English & Maths at Grade C or above	X	
Knowledge/ Experience		
Experience of planning and progressing work activities within general guidelines, using initiative and judgement without reference to others.	X	
Must be ICT literate and able to use the internet, e.g. consult websites, access information, download material/make entries electronically, operate the school's database, produce and operate spreadsheet packages, produce analyses, use email.	X	
Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers.	X	
Skills, Behaviour and Qualities		
Be able to work in an organised and methodical way and have sound organisational and coordination skills.	X	
Be able to work effectively under pressure.	X	
Be able to maintain confidentiality.	X	
Be able to work accurately and to work to set deadlines.	X	
Ability to plan, prioritise and organise work and resources for self and others.	X	
Ability to work without close supervision and maintain a high quality of work	X	
Ability to demonstrate the use of initiative and creativity in resolving problems.	X	
Ability to analyse routine data or information using predetermined procedures and gathering the information from standard sources.		X
Ability and interest in the encouragement and support of others in the team.	X	
Ability to share knowledge in a coaching/mentoring role.	X	

This post is subject to an enhanced DBS disclosure and MUST have the right to work in the UK. The post holder must be committed to safeguarding the welfare of children, and positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the United Learning Equal Opportunities Policy and Code of Conduct

