

**MOULTON SCHOOL**



**AND SCIENCE COLLEGE**

## COVER SUPERVISOR

29.58 hours per week – 39 weeks per year

Salary range Grade G Point 8 to 12 (£20,852 - £22,571)

Actual Salary - £14,274 - £15,451

The Cover Supervisor’s role is to maintain continuity of student learning by supervising classes during the short-term absence of teaching staff and ensuring that work, set by teaching staff, is completed.

**Cover supervision**

* Supervise and support students in a mainstream classroom and work across all subject areas.
* Liaise with subject teaching staff regarding work set
* Liaise with the Cover Manager
* Record student attendance
* Follow the school’s Positive Behaviour Policy to successfully implement a good working atmosphere and build a positive rapport with students in the classroom

**THIS JOB DESCRIPTION** reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

You will be expected to ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, comply with policies and procedures relating to health and safety within the School and demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.

To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

**PERSONNEL SPECIFICATION**

**COVER SUPERVISOR**

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| **CATEGORY ITEM** | **ESSENTIAL** | **DESIRABLE** |
| Experience |  | * Work in supporting young people. * Awareness of secondary education processes. * Work as an LSA (preferably secondary). * Work as a teacher/Cover Supervisor |
| Education and Training | * Evidence of English and Maths at level 2. * Evidence of commitment to professional development. | * NVQ L2 in learning support. * Education to level 3. * Degree qualification. |
| Aptitudes | * Ability to set high standards and motivate students. * Ability to work co-operatively. with teaching staff. * Ability to use ICT. * The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post. | * Ability to develop resources |
| Disposition | * Committed and enthusiastic. * Enjoys working in a team. * Shows initiative. * Co-operative and flexible. * Empathy with students of all abilities and dispositions * Suitability to work with children |  |

**Jan 2022**