



OAKLANDS SCHOOL

JOB DESCRIPTION

COVER SUPERVISOR

Hours: 35 hours per week, 39 weeks per year (term time plus 5 INSET Days)

Salary: Scale 6 Point 18 – 20 (£30, 063 - £31, 155 per annum, pro rata)

Actual salary payable: £26, 442 - £27, 402 per annum

Responsible to: Cover Manager

Responsible For:

To provide cover and supervise lessons in the absence of the class teacher and Study Support duties after School.

Key Responsibilities:

- To provide cover for teaching staff to enable teachers to carry out their professional duties, training and development and to provide cover for short term absence
- To provide non-contact release for teachers for absences due to short term sickness, professional development or other agreed absences
- To enable the more effective use of supply cover and minimise the disruption caused by teacher absence upon the continuity of the education of students.
- To promote and maintain high standards of behaviour and work during lessons being supervised
- To encourage independence and resilience with students

Study Support Duties:

- To undertake Study Support Duties after school hours
- To provide support and assistance in examination supervision.
- Under the direction of the lead teacher, to accompany groups of students on school trips and to ensure the health and safety of those students.
- To assist, where necessary, in departments with technician and / or administrative duties.

- To assist with the management on a daily basis of the behaviour and welfare of students in a relevant key stage and contribute to the pastoral life of the school.

Other General Duties:

- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- To attend full staff, departmental and other meetings with staff working groups as requested.
- Participate in training and other learning activities and performance management and development as required.
- To comply with health and safety responsibilities as part of performing the role.
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos / work / aims of the School.
- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures, which schools face. This job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It is neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.

PERSON SPECIFICATION

CRITERIA	ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	Previous successful experience in working with children and young people.	✓	
SKILLS AND ABILITIES	The ability to work effectively with, relate to and command the confidence of, a wide range of young people with different ethnic and social backgrounds.	✓	
	Excellent written and oral communication skills.	✓	
	The ability to work effectively with, relate to and command the confidence of teaching staff and Senior Leadership Team within the school.	✓	
	The ability to ensure classes follow planned programmes of study under supervision.	✓	
	Ability to be flexible and use own initiative	✓	
	Highly motivated and enthusiastic, with the ability to enthuse others	✓	
TRAINING	Willingness to undertake relevant training.	✓	
EDUCATION/ QUALIFICATION	5 or more GCSE Grade C or equivalent including English and Maths	✓	
	Degree Level or equivalent		✓
OTHER	Commitment to Equal Opportunities	✓	
	A flexible approach and willingness to cooperate with other members of staff.	✓	
	A good sense of humour and positive attitude	✓	
SAFEGUARDING	Committed to safeguarding and promoting the welfare of children and young people.	✓	
	Awareness and adherence to relevant health and safety and safeguarding regulations, and a commitment to equal opportunities	✓	
	List 99/DBS Checked		✓

Jun 2022