Oakwood
S C H O O L

JOB PROFILE

Post: **Cover Supervisor**

Job Purpose: To support the school with the day-to-day cover of classes in order to provide continuity of student learning.

Salary Grade: S6 £19,980 - £21,993 (FTE £24,780 - £27,317)

Hours: Monday to Thursday 08.30am to 4.00 pm, Friday 8.35 am – 3.05 pm.
(Part-time may be considered)

Reporting to: School Business Manager/Deputy Head.

Responsible for: Supervising students as directed by the School Business Manager.

Responsibilities   To observe Health and Safety Regulations. To uphold the School Rules and ethos.

Duties

1. To communicate the work set by the class teacher to students and maintain good order in the classroom.
2. To assist students where necessary, and if possible seeking appropriate assistance or advice.
3. To oversee distribution and collection of books and equipment at the end of the lesson and ensure they are returned to the appropriate place.
4. To ensure the students tidy up and leave the classroom in good order.
5. To return work, etc to the class teacher and inform him/her of the point reached by the students.
6. To report any problems, difficulties, successes, etc to the class teacher via the cover lesson work sheet.
7. To carry out exam invigilation of internal and external examinations when required, maintaining the rules set out by external examination boards and in-house regulators.
8. To accompany staff on school trips and work under the direction of the trip organiser.
9. To deliver small-group work as required.
10. To carry out other reasonable duties commensurate with the post as required.
11. To liaise with parent/carers regarding any issues that arise in a lesson being covered as per the school policy
12, To participate on a daily basis in the schools extended learning activity sessions

The content and reporting lines may, in consultation with the employee, be reviewed as duties change over time and the job description needs to reflect these changes.

General

Be adaptable to changing practices, and to perform any other tasks appropriate to the level and nature of your current role to facilitate the smooth running of the school as directed by the Headteacher or Line Manager.

To participate in the Duty Rota/school trips to supervise students as required.

Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the DBS.

POST TITLE: Cover Supervisor

PERSON SPECIFICATION

	Essential	**Desirable**
Experience	• Experience with young people • Minimum 5 GCSE in Maths and English C or above or equivalent • Good interpersonal skills • Flexible approach to work • Ability to follow procedures • Competent in IT skills	• Knowledge and understanding of education
Personal	• Ability to relate effectively to and earn the confidence of staff, students and parents • Enjoy working with students whilst being sensitive to the needs of a diverse age and ability range • Be fair and firm, but friendly and approachable in dealing with students • Be sensitive to students' needs and concerns • Have the presence of mind to pick-up on student issues/welfare problems and report them as necessary • Be lively and engaging with a personality whose 'presence' is noted • Have the ability to work independently • Be proactive • Have a sense of humour • Be smart and well presented • Have a commitment to equal opportunities • Excellent communication and interpersonal skills	• Keen interest in all aspects of school life

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