

# Job Description and Person Specification



<b>Job Title</b>	Cover Supervisor
<b>Job Band</b>	Scale G £20,493 to £22,627 Pro rata £17,921.50 to £19,787.72
<b>Reports to</b>	Member of the Senior Leadership Team
<b>Hours</b>	Five days per week / 39 weeks per year
<b>Job Context</b>	To cover for absent teachers according to the changing daily cover requirements. The curriculum delivery is divided across 10 faculties.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>To supervise cover lessons and registration for absent teachers</li> <li>To be attached to one or two faculties; supporting individuals, groups of students or teachers.</li> </ul>
<b>Covering Lessons</b>	<ol style="list-style-type: none"> <li>To be familiar with the cover work set and the resources required prior to the lesson</li> <li>To greet the class, settle the students and take an attendance register</li> <li>To explain the work to be completed and ensure all students have the necessary resources</li> <li>To help and support individual students as appropriate</li> <li>To maintain discipline within the classroom</li> <li>To feedback on the progress made with the work and any other relevant issues to the Head of Department</li> <li>To follow up on any behavioural issues from the lesson.</li> </ol>
<b>Other Duties</b> (as time permits; depending on cover requirements)	<ol style="list-style-type: none"> <li>To be linked with one or two faculties and be familiar with their staffing, resources and environment.</li> <li>To carry out administrative tasks as requested by the Head of Faculty.</li> <li>To support individual or groups of students as directed by the Head of Faculty.</li> <li>To invigilate for internal and external exams as directed by the Exams Officer.</li> <li>To support the school by carrying out break and lunchtime duties.</li> <li>To carry out reasonable duties as requested by the Cover Manager as required.</li> </ol>