

# Job Description



As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.

<b>Job Title</b>	Cover Supervisor	<b>Location</b>	TCS	<b>Hours</b>	32.5
<b>Reports to</b>	SOM	<b>Line Manages</b>	N/A	<b>Grade</b>	9
<b>Qualifications:</b> A good standard of general education to include literacy and numeracy skills (equivalent to NVQ2 in English and Maths) and experience of working with children or young people in an appropriate setting, eg youth work or social care.					
<b>Role Profile</b>					
The postholder will be expected to act as an adult role model and has a responsibility to promote and safeguard the safety and welfare of pupils and students in accordance with CSET/School policies and procedures and any associated guidance. You will supervise classes or groups of students undertaking activities that have previously been prepared by appropriate teaching staff when the assigned teacher is not present on a short-term basis. There may also be a requirement to work with individuals or groups of students at other times to support learning or pastoral activities or to provide other relevant support to teaching staff.					
<b>Person Specification</b>					
It is essential that you will have the ability to promote and safeguard the safety and welfare of students in accordance with CSET wide and school policies. You will be personable, approachable and a self-starter. You will be willing to learn and be interested in developing new skills. You'll have great organisational skills and be able to multitask. You'll be able to deal helpfully, politely and tactfully with colleagues, parents, pupils and senior management. You can manage your own workload and meet deadlines, which may at times be competing.					
<b>Responsibilities</b>					
<ul style="list-style-type: none"> <li>• To supervise classes or groups of students carrying out work that has been set in accordance with the school's policies and practices for teacher cover</li> <li>• To manage the behaviour of students whilst they are undertaking this work to ensure a constructive and safe environment</li> <li>• To respond to any questions from students about process and procedures</li> <li>• To deal with any immediate problems or emergencies arising according to the school's policies and procedures</li> <li>• To collect any completed work after the lesson and to provide it to the appropriate teacher</li> <li>• To report back to the appropriate teacher using the school's agreed referral procedures on the behaviour or students during the class or any other issues that may be relevant. To supervise individuals or groups of students who have been removed from their normal classroom activities or to supervise students during breaks in the school sessions.</li> <li>• To assist class or subject teachers with the delivery of learning activities by providing relevant support to individuals or to small groups of students either within the classroom or in other appropriate settings, including out-of-school visits.</li> </ul>					

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- To contribute to the production, preparation and maintenance of teaching and display materials and resources with the class teacher or within the appropriate subject/faculty area.
- To undertake administrative or clerical tasks relating to classroom resources, student records or other relevant purpose
- To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.