

The Matthew Arnold School



Job Profile: Cover Supervisor

Grade: PS6 £20,116.40 actual salary, (FTE £24,780)

Hours: 36 hours per week, 36.8 weeks per year

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

Key accountabilities and specific tasks:

Day to day cover:

- Report to the cover office daily to ensure that all classes requiring cover are planned for and that the work is organised and appropriate
- If necessary, liaise with the relevant Head of Department concerning work for classes so that all students can access the work and make progress
- Set work, supervise classes and take class registers as required so that appropriate behaviour for learning emanates from each class being covered
- Report for duties and/or form time as required so that students are appropriately supervised even if the regular teacher is absent
- Use periods not required for cover to support priority areas as identified by line manager
- Record, report and follow through issues via the school's normal procedures so that any incident of lack of learning is followed up and acted upon

Other:

- To carry out duties in and around the school to support the smooth running of the organisation
- To carry out other reasonable duties commensurate with the post as required.
- To undertake any other task direct by the Headteacher or members of the Leadership Team.

Person Specification:

| | Essential | Desirable |
|-------------------|---|--|
| Education | <ul style="list-style-type: none">▪ Education at good GCSE level | <ul style="list-style-type: none">▪ Education at A level |
| Experience | <ul style="list-style-type: none">▪ Experience with young people▪ Good interpersonal skills▪ Flexible approach to work▪ Ability to follow procedures▪ Good computing skills | <ul style="list-style-type: none">▪ Knowledge and understanding of education |

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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 good health and stamina.
 - Have a good sense of humour.
 - Be smart and well presented.
 - Have a commitment to equal opportunities.
- Keen interest in all aspects of school life

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must co-operate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.