



## JOB DESCRIPTION

<b>TITLE:</b>	Cover Supervisor with exam support
<b>SALARY:</b>	Grade 5: £26,389 - £28,871 (Pro Rata £23,178.94 - £25,359.02)
<b>LOCATION:</b>	Nishkam High School Birmingham (NHSB)
<b>REPORTING TO:</b>	Assistant Principal
<b>TO COMMENCE:</b>	ASAP
<b>HOURS:</b>	40 hours per week (7.30am - 4pm)
<b>CONTRACT:</b>	40 weeks per year (this may include supporting events in school holidays)

### Main Purpose:

To work under the guidance of teaching staff to implement work programmes with individuals/groups in or out of the classroom, including the supervision of whole classes during the short-term absence of teachers. To support the exam process by offering logistical support during these periods.

### Main activities will include:

- Supervising the students on work left by the class teacher
- Assist in preparing the learning environment and the materials used therein
- Assist with the management of student behaviour to ensure a constructive working environment in line with the Trust Behaviour Policy
- Responding to students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students to lessons
- Recording and reporting attendance at lessons
- Assisting in exam invigilation
- Reporting back as appropriate using the referral procedures on the behaviour of pupils during the class and any other issues arising.
- Recording and setting cover on the school MIS system
- Liaise with external cover agencies to book in agency staff, following SLT approval of external cover requirement
- Compile the necessary paper registers and welcome packs for external agency staff
- Support the logistical running of all examinations (included internal mock exams)
- Organise the distribution of results to students
- Receive examination papers and other relevant materials sent by Examination Boards and keep them in a secure place in the Examinations Office; collect, log and dispatch all examination scripts, for marking.
- Maintain the Examinations Office in an appropriate manner, developing clear administrative systems, ensuring examination materials, including furniture, are kept securely and in a well-maintained condition.
- Liaise with relevant members of SLT regarding the organisation of examinations, student discipline during examinations and any issues related to student conduct relevant to examinations.
- Be present at the start and finish of all examination providing assistance as required, with internal school examinations and other occasions when students are tested/ assessed in examination conditions.
- Recruit, train and monitor external invigilators for each examination session. The daily management of the invigilators may be delegated to a senior invigilator although ultimate responsibility remains with the postholder.
- Check and monitor exam invigilator timesheets for accuracy ensuring timely submission in line with School payroll procedures.
- Organise students' exam certificates and the distribution of these

## PERSON SPECIFICATION

	Criteria	Essential	Desirable
<b>Qualifications</b>	Level 2 qualification in English and Maths	✓	
	Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
<b>Experience</b>	Experience of working in a school environment		✓
<b>Knowledge</b>	Understanding of how school systems and procedures work		✓
	High level numeracy and literacy skills	✓	
<b>Skills</b>	Ability to effectively communicate with a range of audiences	✓	
	Ability to respect and maintain confidentiality		✓
	Good organisational skills	✓	
	Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
	Ability to identify own training needs and willingness to participate in training and development opportunities	✓	
	Ability to use standard ICT packages including Microsoft Office	✓	
<b>Other</b>	Understanding of academy child safeguarding procedures	✓	
	Satisfactory DBS check	✓	